



#17 Airport Road  
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## **Parts/Technical Records**

SkyCare Air Ambulance currently has an opening on our team for a full-time Parts/Technical Records personnel at our St. Andrews base in Manitoba. SkyCare is a growing and dynamic Air Ambulance/Air Charter Service headquartered in Sioux Lookout, Ontario that provides exceptional air charter and medevac services across Canada and the United States with a focus on Ontario and Manitoba.

The Parts/Technical Records person will work for the Company's Maintenance Department splitting duties between the Stores and Technical Records Departments. Duties will include but not limited to; shipping/receiving, inventory control, auditing and filing aircraft technical records, and updating the computerized maintenance tracking. This position reports to the Production Manager and ultimately to the Director of Maintenance.

### **Qualifications:**

- Minimum Grade 12 diploma or equivalent work experience required
- Prior aviation experience in technical records and parts an asset
- Computer skills with Microsoft Office experience
- Strong organization skills and attention to detail
- Ability to lift 50lbs
- Ability to work independently and in a team environment
- Excellent communication skills both verbal and written

Closing Date: Open until filled.

Compensation: Hourly rate commensurate with education and experience.  
Competitive health benefits package offered after 3-month probation.  
Matched group retirement benefits after one year.

Please submit your cover letter and resume along with three references by email to:

Jason Murphy  
Director of Maintenance  
Email: [resumes@skycare.ca](mailto:resumes@skycare.ca)

\*\*SkyCare would like to thank all those applicants who apply; however, only those selected for an interview will be contacted.