



## Aviation Maintenance Administrator U21 Internship Program

**Adventure Aviation Inc.**, in partnership with CAREERS, is seeking a highly motivated and enthusiastic high school graduate U21 Student to join our team as **an Aviation Maintenance Administrator**

### **JOB OVERVIEW:**

The Maintenance Administrator plays a crucial role in ensuring the efficient operation of our Transport Canada Approved Maintenance Organization. This position is responsible for reviewing aircraft maintenance due lists and forecasting upcoming maintenance tasks. The ideal candidate will possess strong computer skills and project, with exceptional attention to detail and accuracy.

### **TASKS:**

- Review aircraft maintenance due lists
- Forecast upcoming maintenance and communicate tasks with the Chief Engineer
- Building work packages for maintenance staff
- Updating aircraft technical records
- Invoice customers through Quickbooks
- Audit completed paperwork for omissions and accuracy

### **EXPERIENCE & SKILLS NEEDED:**

- Proven experience in a mechanical trade or a related field is essential.
- Demonstrated computer skills with experience in spreadsheets, and various maintenance tracking programs.
- Strong project management abilities, capable of managing multiple tasks simultaneously while meeting deadlines.
- Excellent problem-solving skills with a focus on maintaining operational efficiency through effective work practices.
- This position offers an opportunity for growth within a dynamic environment where your expertise in aviation maintenance administration will be valued and utilized effectively.

### **DETAILS:**

- Positions Available: 1
- Full time
- Shift: Monday – Friday (8 Hour Shift)
- Pay: \$22-30 per hour



To apply submit a completed CAREERS Application Form, Cover Letter and Resume

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