



MRO Services
Airframe Maintenance - Canada
Windsor

Quick AAR information / resources

Website: aarcorp.com

Careers: aarcorp.com/careers

Email: windsorrecruiting@aarcorp.com

Receptionist & Operations Support

The position

Main point of contact for Windsor's reception and will support administrative tasks. This position will also provide support to operations for schedule maintenance and time and attendance tracking for production schedule. Other key responsibilities include:

- Represents AAR Windsor as the Receptionist in a professional and friendly manner
- Collection of receipts and Expense Report submittal for Credit Cards
- Facility Key Management and distribution
- Ordering of office supplies
- Provide administrative support to Windsor management team
- Support and manage the schedules for operations including making the required adjustments to computer systems and Excel files
- Extract from computer systems data requested and present information in different formats such as Excel or PowerPoint and as applicable using graphs
- Collection and processing of approved time off requests
- Actively participate in AAR Windsor's Safety Management System (SMS) including reporting safety hazards and incidents encountered in daily operations; understands and promotes the company safety policy

Total rewards

As a team member, you receive:

- Comprehensive benefits package
- RRSP Contribution – employee and employer
- Annual uniform and safety boot allowance
- Paid time off benefits, including 11 company paid holidays
- Third-party discounts
- Relocation assistance may be provided, if required
- Training and development opportunities and education assistance program
- Staff engagement and recognition events

Performance objectives

- **Teamwork** – collaborates with colleagues to achieve results and is also comfortable working independently
- **Building trust** – operates with integrity, discloses own positions, remains open to ideas, and supports others through dignity, respect, and fairness

- **Building relationships and partnerships** – develops and leverages relationships within and across teams to achieve results
- **Communication** – conveys information and ideas clearly and concisely to individuals or group in an engaging manner, helping them understand and retain the message
- **Quality orientation** – accomplishes tasks by considering all areas involved, no matter how detailed
- **Sound professional judgement** – applied to problem solving, analyzing and decision making
- **Customer Service** – demonstrated experience providing excellence customer service
- Initiative: plans work and carries out tasks without detailed instructions, prepares for problems or opportunities in advance, undertakes additional responsibilities
- Demonstrated ability to work independently and within a team environment

Education and experience

- Diploma or degree in a related field considered an asset
- Minimum 1-2 years of similar experience
- Advanced Microsoft Office skills including Word, Excel and PowerPoint
- Ability to adapt quickly to new software and company systems

Working conditions

- Office environment
- Mainly desk work using a computer
- No shift work
- Periodic overtime may be required
- Periodic visits to the hangar floor to connect with employees

Why should you apply?

- AAR is the only aerospace / defense company on Forbes' America's Best Mid-Size Employers list.
- Our innovative and entrepreneurial culture encourages employee input in every aspect, from day-to-day activities to the company's future growth.
- Our learning and career development program affords employees a learning path with the necessary tools and resources needed to help build their career at AAR.
- We support non-profits and organizations that work to improve society in four primary areas: veterans and active military; education with an emphasis on STEM; health and wellness; and diversity / inclusion.

About AAR

AAR is an awarded global aerospace and defense company that offers employees a long-term career pathway and the opportunity to work with a great team! At AAR, our people remain our priority! We create the #BestTeamInAviation by focusing on recruitment, training, growth, engagement, and retention. AAR employees are empowered to meet their individual professional development goals through our global learning and development program, mentorship program, leadership training, continued education, networking, and much more!

AAR is committed to building a diverse and inclusive workforce. We encourage applications from people of all races, ethnic origins, religions, abilities, sexual orientations, gender identities, or expressions. We are dedicated to the health and safety of our people, our customers, and the communities where we live and work.

Qualified applicants may email their resume to windsorrecruiting@aarcorp.com up to and including **June 2, 2023**.

Please quote file #AAR-091. Please submit your resume in MS Word or PDF format.

Although all applications are appreciated, only those candidates selected for an interview will be contacted.

To support AAR's commitment to building a diverse and inclusive workforce, AAR encourages applications from people of all races, ethnic origins, religions, abilities, sexual orientations, gender identities or expressions.