



**MRO Services**  
Airframe Maintenance - Canada  
Windsor

## Quick AAR information / resources

**Website:** [aarcorp.com](http://aarcorp.com)  
**Careers:** [aarcorp.com/careers](http://aarcorp.com/careers)  
**Email:** [windsorrecruiting@aarcorp.com](mailto:windsorrecruiting@aarcorp.com)

## Planning Analyst

### The position

We are looking for a Planning Analyst to work in close collaboration with Production Operations Supervisors, Sales & Marketing, Finance and Customers to accurately estimate work scopes for labour and TAT for check visits, and ensure AAR is equipped with the right tooling, materials and qualifications to successfully accomplish the planned visit on time.

Other key responsibilities include:

- Develop/contribute to RFP response to new Customers or new programs with existing Customers.
- Generate visit quotes for all Customer provided work packages.
- Maintain task card database integrity for labour hours, materials, tooling, and access information.
- Monitor all time and material task cards to ensure proper estimates are in place for future fixed pricing.
- Support the Planners in the pre-planning of projects to highlight new tasks and uncommon work.
- As required, communicate TAT and revenue plan to Operations Managers, Production Crew Chiefs, Stores and Purchasing by participating in the preparation of pre-induction meetings both internal and with the customers.
- As required, support the Planning Assistant in documentation assembly.
- 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.
- Perform other duties as assigned.

### Total rewards

As a team member, you receive:

- Comprehensive benefits package
- Profit Share

- 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

- **Negotiation** – Ability to negotiate and establish solutions with customers and internal supervisors
- **Building relationships and partnerships** – develops and leverages relationships within and across teams to achieve results
- **Teamwork** – ability to work independently and within a team environment fostering excellence in the workplace
- **Building trust** – operates with integrity, discloses own positions, remains open to ideas, and supports others through dignity, respect, and fairness
- **Attention to detail** – Detail-oriented with an ability to multitask in a fast-paced environment
- **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

## Skills, Qualifications and Competencies

- Minimum education of a college diploma in a related field
- Minimum 3 years' experience in a similar role
- Knowledge of MS Office, with advanced Excel skills
- Demonstrated ability to learn new software
- Advanced analytical skills
- Demonstrated strong time management and organizational skills
- Excellent interpersonal skills
- Ability to make timely and informed decisions in a high-pressure environment
- Self-starter
- Strong customer focus
- Experience in aviation considered an asset
- Knowledge of Microsoft Project an asset

## Working Conditions

- Office environment
- Mainly desk work using a computer
- Flexible schedule according to company needs required
- Periodic overtime may be required
- Regularly visit the hangar floor

## 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!

Qualified applicants may email their resume to [windsorrecruiting@aarcorp.com](mailto:windsorrecruiting@aarcorp.com)

**Please quote file #AAR-156.** 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.

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.

AAR provides accommodation in accordance with applicable laws through all stages of the hiring process. If you require accommodation for any part of the application and/or hiring process, please advise Human Resources.