AAR-221
QUALITY ASSURANCE ADMINISTRATOR

About Us:

AAR Corp. (NYSE: AIR) is a global aerospace and defense aftermarket solutions company that employs more than 6,000 people across over 60 sites in over 20 countries. Headquartered in the Chicago, Illinois area, AAR supports commercial and government customers in more than 100 countries through four operating segments: Parts Supply, Integrated Solutions, Repair and Engineering and Expeditionary Services.

AAR's purpose is to empower people to build innovative aerospace solutions today so you can safely reach your destination tomorrow. The company's mission is to go above and beyond to provide value-driven aerospace aftermarket solutions to meet the evolving needs of our customers worldwide. AAR constantly searches for the right thing to do for its customers, employees, partners and for society.

Description:

The Quality Assurance Administrator will coordinate training activities, manage documentation and records, support audits and special projects, liaise with internal and external stakeholders, and help ensure all quality and training requirements are effectively maintained.

What you will be responsible for:

Quality Assurance Administration

- Assist in the review, amendment, and standardization of company manuals and forms
- Maintain documents and forms portfolio as well as creating or modifying forms to support various operational areas
- Maintains ACA/ Stamps Roster/ Qualifications for all staff
- Assist document preparation for special projects or audits related to Quality Assurance
- Support the records management group during high workload
- Verify ACA Training records for ACA applications and process applications

Training Administration

- Facilitate training requests
- Maintain training records for all training (ex. trainee lists, schedules, attendance sheets) within company software
- Liaise with customers and manage customer training and authorizations
- Create training schedules and communicate with all stakeholders
- Book classrooms and ensure they're properly set up for upcoming courses
- Prepare and disseminate training material (e.g. instructional notes, feedback forms)

- Act as a point of contact for training (including Cornerstone), vendors and participants
- Resolve issues as they arise relating to training activities and records and submit as required

Other

- 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

What you will need to be successful in this role:

- Office Administration diploma or similar education; additional Qualification as an administrative assistant or similar considered an asset
- Minimum 3 years' experience in a similar role
- Ability to adapt quickly to new software and company systems
- Advanced Microsoft Office skills including Word, Excel, Power Point including Adobe or equivalent.

The rewards of your career at AAR go far beyond just your salary:

- Competitive salary and bonus package
- Comprehensive benefits package including medical, dental, and vision coverage.
- RRSP with company match
- Generous paid time off program
- Professional development and career advancement opportunities

Physical Demands/Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Office environment
- Mainly desk work using a computer
- No shift work
- Periodic overtime may be required
- Periodically visit the hangar floor or other areas of the building to connect with employees

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.

Compensation:

The anticipated salary range for this position is $24.43 to $31.46 hourly. This range reflects the base pay for candidates who meet the requirements of the role, including experience, education, and location.

Qualified applicants may email their resume to windsorrecruiting@aarcorp.com. **Please quote file # AAR-221.** Please submit your resume in MS Word or PDF format by **November 15, 2026**.

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.