



**Title: ADMINISTRATIVE & CLERICAL SUPPORT**

**Company: 3 POINTS AVIATION – CALGARY FACILITY**

**3 Points Aviation** is an industry leader in Aircraft component sales, manufacturing and repair and overhaul. Headquartered in the West Royalty Business Park in Charlottetown, we have worked tirelessly to earn a reputation that consistently exceeds our client's expectations. Our company, through focused customer service, has become a leader in the supply and distribution of new and re-conditioned aircraft parts.

**JOB DESCRIPTION:**

To provide administrative and clerical support to Repair & Overhaul facility in Calgary.

**TASKS/DUTIES:**

- Provide proficient MS Office support including: Advanced word processing (text, tables, import/export, linking, templates); Spreadsheets, formatting, charts, graphs, statistics, import/export linking; Access Database, basic skill, simple data input and simple report generation; Outlook, scheduling, contact management.
- To provide clerical support to other departments as needed
- Provide efficient office administration including correspondence management, filing, management, photocopying and faxing;
- Preparation of minutes of meetings as necessary;
- Retrieving productivity and timekeeping information;
- Importing reports into MS Excel spreadsheets;
- Assist in the processing of expense claims;
- Assist production and support personnel with administrative matters including completion and submission of forms, timesheets, and providing liaison with Human Resources staff;
- Provide courtesy support, reception and assistance for customer visitors;
- Maintain notice board postings;
- Answer phones and take messages for local phone group;
- Maintain and replenish office supplies;
- Assist Managers with office administration and clerical tasks;
- Arrange travel and accommodations for staff
- Provide warehouse support/monitor sales orders
- Respond to customs inquiries, liaise with customs broker to assign tariff codes to shipments
- Undertake recurrent or upgrade training as required;
- Other duties as required

**Salary based on experience:**

**Deadline for submissions:**

**Please email your resume to:** [hr@3pointsaviation.com](mailto:hr@3pointsaviation.com)