



North-Wright Airways is looking for Aviation Stores/Parts Technician!

**Job Description:**

The Aviation Stores/Parts Technician is required to maintain an organized department with parts stored in their proper location for easy access, developing a system to ensure stock levels and ensure parts and items ordered are consistent with the requirements of the department and Transport Canada. The Parts Technician is also responsible for keeping accurate inventory records, shipping and receiving aircraft parts and other items, and performing other duties as assigned.

**Duties and Responsibilities:**

- Shipping and receiving of aircraft parts using an electronic inventory system.
- Processing shipment of Dangerous Goods, as required.
- Inventory control.
- Returning unused parts to the inventory.
- Assisting maintenance for any required aircraft parts or items as required by the department and ensures the quality of item received is in accordance with the standards set forth by Transport Canada.
- Handling Aircraft-On-Ground (AOG) requirements including purchase orders and arranging a logistical plan for any required parts of the aircraft.
- Ensures that the warehouse is organized, maintained, and cleaned to ensure safe access to aircraft parts.
- Performs other duties assigned.

**Skills/Abilities**

- Initiative – the ability to perform tasks independently.
- Attention to Detail – the ability to efficiently allocate your cognitive resources to achieve accuracy in a given task.
- Teamwork- Collaborate with others to achieve a common goal.
- Concern for Safety – Identifying hazardous or potentially hazardous situations and taking appropriate as required by the Health and Safety policy of the company.
- Ability to Work Under Pressure – Ability to work and handle time-sensitive tasks without losing composure and be able to complete the task accurately.

**Knowledge and Experience**

- Experience working in aviation as Parts Clerk is preferred.
- Knowledge of WHMIS and Dangerous Goods is an advantage.
- Must be willing to relocate to Norman Wells, NT.

**Salary and Benefits**

- Salary commensurate with experience
- Company provided accommodation
- Basic Life Insurance
- Extended Health Care Package
- Accidental Death and Dismemberment
- Long Term Disability
- Vision Care
- Free Freight allocation every Month
- Interline Flight discounts with Canadian North
- Charter Discounts and Travel Discounts within the Sahtu Region  
Discounts on Canada Goose Parka/Bomber Jackets

Interested applicants may send their resume and cover letter to [hr@north-wrightairways.com](mailto:hr@north-wrightairways.com).



We are seeking to fill the following position.

**Position:** QA Analyst – Maintenance

**Location:** Norman Wells, Northwest Territories

The QA Analyst – Maintenance is responsible with the technical requirements associated with Maintenance. He or she is responsible for monitoring compliance to maintenance regulations, standards, and policies. Ensure that all audit functions are performed as scheduled and meet the requirements as stipulated within the Approved Manual. Develop, refine, and produce accurate and timely scheduled audit reports; Monitoring maintenance activities on all company aircraft to ensure they are conducted at specified intervals and in accordance with applicable instructions and standards.

**Benefits:**

- Salary commensurate of experience
- Comprehensive health and dental package. Cost is shared with North-Wright Airways and yourself. The rates will depend on your selected coverage. This package would also include the following:
  - Basic Life Insurance
  - Accidental Death and Dismemberment
  - Long Term Disability
  - Vision Care
  - Employee Assistance Program
- Company Provided Accommodation (shared crew house)
- Upon completion of six (6) months of employment, Interline Discounts with Canadian North will be available to you, conditional upon North-Wright maintaining an agreement with Canadian North.
- You will also be eligible to travel on discounted North-Wright scheduled flights within the Sahtu Region and an OCS freight allowance in accordance with Company policy, as amended from time to time.
- Employee freight is subject to space availability on the aircraft.
- Be eligible on North-Wright Airways Flight Charter discounts depending on employee tenure, policy as amended from time to time.
- Discounted parka/bomber jackets with Canada Goose
- Discounted rates with selected hotels in Yellowknife, conditional upon North-Wright maintaining an agreement with them.

**Qualifications:**

- Diploma in Aviation Operations or any related field is an asset, not a requirement.
- Proficient in computer functions and Microsoft Applications such as Word, Excel and PowerPoint etc.
- Preferably with a minimum of 2 years of experience in any aviation related field.
- Fluent with Canadian Aviation Regulations (CARS) and related Transport Canada documents is preferred.
- Knowledge in audit requirement and quality control best practices and standards

**Skills/Abilities:**

- Can work with minimum supervision
- Highly motivated and self-directed
- Ability to work under pressure and complete time-sensitive tasks
- Highly organized and can multi-task
- Strong problem identification and troubleshooting skills
- Extremely detail-orientated and has good analytical skills
- Excellent written and verbal skills

If you are interested, please email your resume complete with your references to [hr@north-wrightairways.com](mailto:hr@north-wrightairways.com).