



Inventory & Tech Records Assistant Full-Time

Campbell River Region
Campbell River

Monday August 31, 2026

\$21 - \$25/ hour

Company: 49 North Helicopters Ltd.

Website: <https://49northhelicopters.com/>

Industry: Management/ Administration

Remote/Camp Based Job: No

How to apply:

Email your resume to mail@49northhelicopters.com addressed to Sheena Ell, Operations Manager

Attachment:

[49 North Helicopters - Inventory & Tech Records Assistant- Job Posting Aug. 13, 2026.docx_0.pdf](#)

Expiry Date:

Monday, September 14, 2026

Details:

Start Date: September 14, 2026 49 North Helicopters is seeking a hard-working and self-sufficient person to join our team as our Inventory and Tech Records Assistant. Working closely with the Chief Engineer and Person Responsible for Maintenance, this role will cover typical duties pertaining to a shipper-receiver, inventory clerk, and aviation technical records clerk. 49 North Helicopters is a growing company with over 20 employees and three bases of operation in British Columbia. This position offers strong opportunities for growth in a dynamic and supportive environment. This role is ideal for a detail oriented, organized professional looking to build a long-term career with a growing aviation company. We offer: • Competitive pay based on experience (\$20 - \$25 / hr) and employee benefits after the probationary period. • On the job training, mentoring and continued development. • Full-time and year-round employment. Responsibilities: • Report directly to the Chief Engineer. • Arrange shipping, prepare bills of lading, customs forms, and other shipping documents. • Receive goods, inspect packages against invoices, record any shortages or damages. • Maintain and track inventory at regular intervals. • Resolve inventory discrepancies and ensure that parts are

properly stocked. • Manage sign-out sheets and update online inventory to reflect paper records. • Create purchase orders for helicopter parts, tools, and other required equipment. • Assist with data entry of maintenance work orders, ensuring accurate organization of records to company and Transport Canada requirements. • Transcribe aircraft journey logs to online tracking systems • Update parts and equipment tracking to ensure compliance with aviation regulations. • Carry out additional duties as assigned.

Qualifications & Experience:

Requirements and qualifications: • Fluent in English, with strong written and spoken comprehension and clear communication skills. • Living near Campbell River, BC. • Valid transportation to and from work. • High school diploma (post-secondary education is an asset). • Experience in a similar role (preferred). • Familiar with the Canadian Aviation Regulations (preferred). • Eligible to work in Canada. • Able to lift up to 50lbs. • Proficient with office technology, including Microsoft Word and Excel, and able to learn new software quickly. • Maintain confidentiality of company, suppliers, and customers. • Completion of a criminal record check.
