

**NOW HIRING!**



## Technical Writer

Harbour Air is looking for a communications professional with a positive attitude to join our growing world-class team as a Technical Writer.

Harbour Air Aerospace Services is an award-winning organization with an outstanding record for safety, service and reliability, team spirit and a proven track record of providing amazing perks and a good work-life balance for their employees.

If you have an eye for detail and welcome the challenge of distilling complex concepts into clear, concise and communicable formats, bring your big personality and passion for adventure to the table and help Harbour Air achieve extraordinary success.

### Your Role

As part of our Technical Writing team, you will use your strong organizational skills and writing ability to quickly learn new subject matter to create, maintain, and control our collection of company manuals and technical documents.

This role requires someone who can be adaptable without sacrificing value. You will be required to quickly acclimate and learn new subject matter to accurately communicate information into policies, procedures and manuals.

**WORK HOURS:** Monday to Friday on-site position (40 hours per week)

**LOCATION:** Richmond (YVR) – Vancouver South Terminal

**TERM:** Full-Time Regular

**DEPARTMENT:** Quality Assurance

**COMPENSATION:** \$25 - \$30 per hour. Qualified candidates will be placed within the range based on experience.

**BENEFITS:** Extended medical and dental, flight perks (including buddy passes and global inter-airline partnerships), revenue share program, RRSP matching, discounts at local restaurants and travel partner organizations, staff events and much more!

### Duties and Responsibilities:

- Working with subject matter experts to create documentation related to policy, procedures, forms, and training material
- Maintaining an organized and secure document storage and control system
- Maintain digital aircraft files, including records of modifications, weight history and certificates
- Maintain and manage the technical library, including subscriptions, updates, and revisions
- Review and edit company documents, memos and other communications for consistency and quality
- Other activities as directed by the VP of Maintenance or the Engineering and Quality Manager

### Qualifications:

- Diploma, Certificate or undergraduate degree in English, Technical Writing, Communications or related field
- Excellent knowledge of MS Office programs is essential
- Strong ability to absorb and communicate technical information to a variety of audiences
- Strong organizational, critical thinking, and analytical skills
- Excellent communication and interpersonal skills and ability to work in team environment
- Experience in aviation or a regulatory environment is an asset
- One to three years technical writing experience is an asset

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### **ABOUT HARBOUR AIR AEROSPACE SERVICES LTD.**

Our Approved Maintenance Organization (AMO) was created almost 30 years ago and most recently went by the name Aeroflite International Services Ltd. It is recognized around the world as one of the leading authorities of the DeHavilland product. Department wide, our people have been working on and around aircraft for close to a millennium. We are extraordinarily proud of our Person Responsible for Maintenance (PRM) who was honoured in Wings magazine as one of the 'Top 20 under 40'.

**APPLY NOW:** Email your resume to [jobs@aerospaceservices.ca](mailto:jobs@aerospaceservices.ca) quoting 23-83 Technical Writer, Richmond, and indicate what site you are applying from.

**DEADLINE:** Open until filled

*We thank all those that apply, however only those candidates selected for interviews will be contacted.*

*Harbour Air is an equal opportunity employer, we are committed to Diversity and Inclusion and value a diverse workforce. Together, we continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees. It fuels our innovation and connects us closer to our customers and communities we serve. Harbour Air is committed to developing a barrier-free recruitment process and work environment. Accommodations in relation to the job selection process are available upon request. If you require any accommodation, please email [jobs@aerospaceservices.ca](mailto:jobs@aerospaceservices.ca) and we'll work with you to meet your accessibility needs.*