



## **AAR-191**

### **RECORD MANAGEMENT TECHNICIAN**

#### **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:**

We are looking for a Record Management Technician reporting to the Director of Quality Assurance, and responsible for all aspects of document control relating to the Aircraft undergoing maintenance. You will work with Quality Assurance to ensure that the documentation requirements meet the standards set by the Company, Customer and Regulatory Authorities (TCCA, FAA, EASA).

#### **What you will be responsible for:**

- Audit and Control of Aircraft Technical Records
- Store files and accurately maintain them for each Aircraft
- Assist Production in the entry of Non-Routine Cards during inspection of Aircraft
- Facilitate closing/completing/auditing of all Routine and Non-Routine Cards while monitoring for accuracy
- Perform entries in customers operating systems as per Customer requirements
- Ensure accurate tracking of all work card closures in tally books
- Initiate and carry out Survey's throughout the cycle of an Aircraft visit to ensure all cards are accounted for
- Create Customer scan templates to meet customer requirements
- Perform scanning of all technical documents required by the Company and Customer and deliver them in a timely manner
- Pack all Customer documents as per customer requirements and arrange shipping
- Generate reports for inclusion in the final scan and AAR archives
- Ensure all archived documents are controlled and maintained in accordance with local procedures

- Assist Quality Assurance Department in all aspects of document auditing and control
- Provide customer support pertaining to documents and document control
- Other duties as assigned

**What you will need to be successful in this role:**

- High School Diploma
- Adapt to new technologies and processes
- Experience with aviation records is preferred
- Excellent attention to detail

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

- Annual Uniform and Safety Boot Allowance
- Comprehensive benefits package including medical, dental, and vision coverage.
- RRSP with company match
- Paid time off including 11 Holidays
- Professional development and career advancement opportunities
- Third Party Discounts

**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
- Must be able to work rotating shifts, including evenings and weekends

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 \$21.04 to \$24.29 hourly. This range reflects the base pay for candidates who meet the requirements of the role, including experience, education, and location.

**Application:**

Qualified applicants may email their resume to [windsorrecruiting@aarcorp.com](mailto:windsorrecruiting@aarcorp.com). **Please quote file # AAR-191.** Please submit your resume in MS Word or PDF format by June 19, 2025.

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.