



## **AAR-213 ADMINISTRATIVE ASSISTANT**

### **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:**

The Administrative Assistant will be the main point of contact for Windsor's reception and will support administrative tasks. This role will also provide support to operations for schedule maintenance and time and attendance tracking for production schedule.

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

- Act as the first point of contact for AAR Windsor, providing professional and friendly reception services
- Provide administrative support to the Windsor management and production teams, including mail, phone lists, logbooks, and general coordination
- Maintain employee attendance, schedules, and paid time off, updating systems and tracking tools as required
- Support production scheduling and maintain related tracking (e.g., apprentice progression database, contract hours reporting)
- Coordinate office operations, including office supply inventory, facility key management, and vendor contacts
- Arrange travel and support onboarding activities, including new hire inductions
- Maintain access to myBoeingFleet and Airbus World and communicate updates to staff as needed
- Support GSE, SMS, and other departments with administrative tasks as assigned
- Perform other duties as assigned

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

- High School Diploma

- Additional diploma or degree in a related field considered an asset
- Minimum 1-2 years' experience in a similar role
- Aviation knowledge an asset
- Advanced Microsoft Office skills including Word, Excel and Power Point
- Ability to adapt quickly to new software and company systems
- 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
- Day Shift
- Periodic overtime may be required
- Periodically visit the hangar floor to connect with employees

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 \$19.00 to \$25.00 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-213.** Please submit your resume in MS Word or PDF format no later than **July 5, 2026.**

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.