Divisional Office Clerk

Location: Haley Station, ON, CA, K0J 1Y0

Company: Magellan

Magellan Aerospace is a global, integrated aerospace company that provides complex assemblies and systems solutions to aircraft and engine manufacturers, and defence and space agencies worldwide. At Magellan we have over 80 years of collective knowledge and experience in the aerospace industry, and believe one truth: People create value.

Employees are our greatest resource in working towards a successful future, and together we build professional relationships that thrive. We know that personal development is fundamental to the success of every individual and invest in our employees.

When you are part of Magellan, you are part of the team!

Magellan Aerospace Haley division is nestled in the Ottawa Valley one hour north of the Capital, Ottawa, Ontario Haley Ontario - Bing Maps. We live in an Outdoor playground where there is no shortage of FUN for the Outdoor Enthusiast such as hiking, kayaking, canoeing, snowshoeing, skiing, snowmobiling, beaches and world class whitewater. The Ottawa Valley is truly an amazing area to live and enjoy nature!

Why Magellan?

Does working with a Team in an environment where you contribute to the successes of an organization entice you? Magellan Aerospace Haley Division is looking for new talent to join our growing team here in the Ottawa Valley.

What we offer

- Attractive Benefits package including Long Term and Short-Term Disability, Dental, Vision and Drug Coverage
- Positive Work-Life Balance
- Opportunities for Professional Growth
- Employee Assistance Program

Compensation: $24.07 to $26.45 per hour
Vacancy Reason: Replacement

Key Responsibilities

- Answering the phone and transferring calls as needed
- Sorting and delivering incoming mail and collecting and sending outgoing mail
- Create documents, presentations, maintaining databases and sending memos and emails
- Making logistical arrangements for meetings or conferences, including booking travel, making reservations or organizing rentals
- Running errands and making deliveries around the office or to external parties
- Collecting, filing and organizing office documents, such as reports and confidential records

- Managing digital document filing, including encrypted documents and email correspondence
- Monitoring office inventory and ordering supplies
- Transcribing or taking notes during meetings and writing minutes, memos and/or agendas
- Preparing or processing invoices or estimates
- Packaging and shipping company materials
- Other duties as assigned by management

Education Requirements:

- Grade 12 or equivalent experience/training.
- Secondary education in Office Administration would be an asset.

Experience, Knowledge and Skills Required:

- Excellent communication abilities, including speaking, writing and active listening
- Effective organization and time management skills, like prioritization, multitasking and planning
- Great customer service skills, including a personable and positive attitude
- High typing speed and accuracy
- Good computer skills, including basic troubleshooting and using word processing, spreadsheet, presentation and email software applications
- Problem-solving, critical thinking and decision-making abilities
- Ability to work independently with little-to-no supervision
- Keen attention to detail

Security Requirements:

- We conduct a criminal Record Check on all new hires
- We conduct a Government Controlled Goods Program (CGP) Check on all new hires; must be able to give 3 references to help verify your identity

Work Conditions:

- The ideal candidate will be able to work 7am to 3:30pm Monday to Friday with occasional overtime as needed
- All staff must wear CSA approved footwear, hearing protection and safety glasses when entering the production floor

Magellan Aerospace is committed to an inclusive working environment and equal opportunities for all. We welcome all applications without regard to social and cultural background, age, gender, disability, sexual orientation, national origin or religious belief, status as a protected veteran, or any other characteristic protected by applicable federal, state/province, or local law.

If you require an accommodation during the recruitment/interview process (including alternate formats of materials, or accessible meeting rooms or other accommodation), please let your Human Resources point of contact know and we will work with you, to the best of our ability to meet your needs.

Magellan Aerospace respects the privacy and confidentiality of personal information provided by candidates and shall not disclose to any external parties unless legislated.

Magellan may use an approved Artificial Intelligence (AI) note-taking tool to support the initial screening stage of its recruitment and selection process. All AI use is performed in accordance with Magellan's privacy policies. Personal information associated with any job application will not be shared with or retained by any third party. Magellan the ultimate discretion to determine which applications proceed through the initial screening process.