



Job Title:	Training & Operations Coordinator	Position Category:	Administration
Working Location:	Greater Montreal (20%)	Telecommuting	Telecommuting (80%)
Salary:	Depending on experience and availability (+\$35/h)	Type of job:	Full-time or part-time (minimum number of hours possible)
HR Contact	rh@koptrimage.com	Date posted:	2024-01-02
Start date:	As soon as possible	End of Posting:	2024-02-01

KoptR Image is the first school for pilots of Remotely Piloted Aircraft Systems (RPAS) in Quebec. We teach in French and English. We have developed unparalleled expertise in the use of Remotely Piloted Aircraft Systems (RPAS). These years of teaching allow us to be in contact with the largest pool of qualified pilots in the industry and thus remain at the cutting edge of innovation. While it is relatively easy to fly remotely piloted aircraft, operating in a legal, methodical and safe environment is much more difficult and requires judgment and skill.

We are currently looking for a Coordinator to support the Executive Director in his or her day-to-day tasks.

Job brief

ROLE AND RESPONSIBILITIES

- Responsible for coordinating with visitors, students and partners;
- Responsible for emails and all inquiries.
- Follow up on all requests sent to **KoptR Image**, while ensuring good relations with our clients, partners and contractors. You are responsible for our general communications with these individuals.
- Responsible for air operations at both the field training and operations levels.
- Assist the Director General in his day-to-day tasks.
- Management of our clients' training planning.

REQUIRED EXPERIENCE AND EDUCATION

- Diploma of Collegial Studies (D.E.C.) or any other relevant training.
- Years of experience in the field of flight operations.
- Good knowledge of Remotely Piloted Aircraft Regulations in Canada.
- Relevant experience in the field of remotely piloted or aeronautical aircraft will be considered a great asset.

SKILLS TO FOCUS ON

- Bilingualism essential (French English)
- Organizational skills and priority management.
- Creation of documents for the Department of Transport Canada in an aviation context;
- Good knowledge of Microsoft 365 including Office and Teams.

ADDITIONAL NOTES

Our main office is currently located at the St-Mathieu-de-Beloeil aerodrome. Our Laval office is very modest and not suitable for receiving clients.

Please send us your application via the following email address rh@koptrimage.com

Thank you for your interest in our company, only successful applications will be contacted.