



Operations Analyst

Location: London, Ontario, CAN

AT DIAMOND AIRCRAFT, WE COMBINE ATTENTION TO DETAIL WITH CUTTING-EDGE TECHNOLOGY AND PIONEERING INNOVATION. OUR DEDICATION TO THE QUALITY OF OUR ENGINEERING AND WORKMANSHIP MAKES OUR AIRCRAFT THE SAFEST IN THEIR CLASS.

Responsibilities

- ◆ Serve as the primary point of contact for internal and external constituencies on all matters, including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response.
- ◆ Complete a broad variety of administrative tasks that facilitate the operation's management ability to effectively lead the organization, including: assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists.
- ◆ Work closely with production, engineering & supply chain teams to prepare final analysis reports for the C.E.O and stakeholders to understand the data-analysis steps, enabling them to take important decisions based on various facts and trends.
- ◆ Other projects/duties as assigned for the overall benefit of the organization.

Skills & Experience:

- ◆ Ability to manage day to day administrative task.
- ◆ Possess knowledge of applications, including database management, spreadsheet, etc.
- ◆ Effective organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- ◆ Effective interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners.
- ◆ Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.

Educational or Academic Requirements:

- ◆ College Diploma or University Degree preferably with business or analytical / quantitative focus
- ◆ Microsoft Office Excel data manipulation

Language Requirements:

- ◆ Fluency in Chinese is a great asset
- ◆ Written and Verbal communication skills in English

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Why Work for Us:

- ◆ Comprehensive Benefits Plan
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If you are interested in this position, we are looking forward receiving your application!

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