



WE ARE LOOKING FOR

TECHNICAL RECORDS SPECIALISTS

DEPARTMENT: Technical

PURPOSE OF THE JOB



To administer the functions of aircraft technical records in compliance with company procedures and regulatory requirements.

KEY ACTIVITIES



Main tasks and responsibilities

- To ensure all aircraft and component data, scheduled maintenance and defects are correctly entered into the computer system for the aircraft base maintenance performed on the ASLB fleet of aircraft.
- To check all returned documentation for conformity, completeness and correctness and apply for corrections when necessary. To monitor and advise the management on trends in errors (stations, type of error, etc...).
- To ensure completed aircraft documentation is correctly maintained and archived according to the applicable regulations. This includes all records, i.e. technical log books, component serviceable tag, a/c work package, checks reports, deferred defect sheets.
- To ensure that all applicable technical records are collected in time, scanned, sent to the subcontracted engineering and digitally archived when applicable.
- To prepare and broadcast the monthly utilization reports destined for the various stakeholders (MRO's, leasing companies).
- To monitor specific programs as AWOPS, APU In Flight Starts, ECM...
- To perform any other assigned task in the domain of technical records and/or administration as requested.
- To prepare for archiving and archive aircraft records as per applicable procedures.

Communication

- To create a relationship and communicate with other departments and subcontractors in order to ensure effective and efficient co-operation aiming to improve overall company performance.

Internal compliance

- To comply with all relevant divisional and local company related policies, procedures and legal requirements.

Customer Experience

- At anytime and anywhere, to perform the activities and display the behaviors that are designed to deliver a distinctive Customer Experience.

REQUIREMENT & QUALIFICATIONS



- Secondary education.
- Preferably an administrative schooling/training.
- Knowledge of aviation technical terminology.
- Familiar with AMOS
- Able to cope with confidential matters.
- Pronounced sense of responsibility and organisation.
- Administrative skills and ability to demonstrate accuracy.
- Work in an organized way to be able to meet set deadlines.
- Good knowledge of French and English.
- Computer literate, MS Office (Excel, Word, Outlook).
- Team player.

TERMS AND CONDITIONS



- Fixed-term contracts
- Full time job - Office hours
- Remote work possible

Want to come on board ? Apply now !

Register online and fill in the application form with CV and motivation letter via BlueSky, Cezanne or via our job portal:

<https://www.aslairlines.be/aslJobs>