



WE ARE LOOKING FOR A EXECUTIVE ASSISTANT (Assistant to Technical Department)

REFERENCE: ASLB22-067

DEADLINE TO APPLY: 27/01/2022

DEPARTMENT: Technical

PURPOSE OF THE JOB



To support the Technical Director and Technical Department manager in all areas that contributed to an efficient and effective coordination and information sharing and to serve the technical business requirements.

KEY ACTIVITIES



- To organize the agenda, schedule meetings/information sessions for the Technical Director and/or Technical Department with an efficient time management.
- To organize (video) meetings/conferences with Technical Staff/Suppliers as required and make the necessary logistical arrangements (catering, rooms booking.)
- To make on request all logistical arrangements as required (travelling, jump-seat, hotel accommodation, car rental booking...) for the management team and technical representatives.
- To provide administrative support to ensure a timely delivery by the Technical Director/Technical Managers with the running of the day-to-day activities and for targeted deadlines.
- To ensure that topics and the assignment of "general/reliability/Darwin" articles are timely allocated and timely published for the monthly ASL News Letters.
- Support the managers of the Technical Department to define the annual training needs and draft a Technical Department annual training plan for review/approval in the MT meeting.
- According the approved training plan, source, request offers, prepare approval and make planning arrangements for the required training courses with certified training agencies.
- To plan the required (mandatory) trainings for all technical department staff with the different agencies to ensure an on time and full completion of the training plan each year.
- To maintain an electronic filing system to log the attendance of all staff and file per each individual the fulfilled trainings/certificates and when required replan training sessions to ensure all staff are kept current.
- To keep track on whereabouts and distribute an overall holiday planning for the entire the Technical Department staff and ensure a timely alignment in the MTTD to secure sufficient staff levels during the holiday periods.
- To manage all incoming quotations from Suppliers (AAR, SNAE, etc) and book them into AMASIS prior the reception of invoices, keep track of PO's and invoices in the excel updated.
- To manage all Suppliers/Lessor invoices, based on actual utilization calculate the monthly Lessor Maintenance Reserve costs, allocate cost to cost center/GL-accounts, and coordinate between Finance Department and department heads that a timely reviews/approvals are accomplished.
- To manage the follow-up to disputed invoices, to ensure missing details or (re-)claims are raised with suppliers, to ensure receipt of agreed credit notes from Suppliers and in cooperation with the department heads.
- On request to prepare and place PO's with Suppliers and provide follow-up with the confirmation and delivery details to the Technical Director/Department managers.
- To place monthly POs at a determined date for all the technical known costs (maintenance reserves, fleet usage, monthly fee ...) based on the agreed rates established in the agreement between ASLB and the suppliers and based on the FH/FC that the aircraft flew the month before.
- To monitor the stock, and timely place order for replenishment to ensure the availability of technical documents (aircraft technical logs, ADD, DMI sheets...) with MROs and ensure delivery to MRO's.

- To create new/edit update TPMs/Forms, CAME, based on the management team recommendations and review the document layout/revision number/dates are kept to standard and to ensure the final review/approval/sign-off by Technical managers/Compliance Manager.
- To deal with daily correspondence, e-mails ... and dispatch correctly in order to take the necessary actions and guarantee a good communication.
- To maintain filing system in order to keep the information and data easily available for all.
- Attend the weekly management meeting, take minutes and ensure a timely distribute of minutes and the agenda for the next MT meeting each week.

REQUIREMENT & QUALIFICATIONS



- Bachelor as Management Assistant.
- Minimum of 2 years' experience in Secretarial work.
- Excellent command of both verbal and written English and French, any other language is an asset
- At ease to draw-up minutes of meetings.
- Computer literate (excellent in MS Office package...) with good administration skills.
- Able to demonstrate accuracy, analytical skills, validate invoices and utilization calculations and is objectives/result-oriented.
- To take initiative to propose areas of improvement.
- Ability to prioritise and work under pressure independently.
- Reliability, discretion and confidentiality.
- To be rigorous, precise, solution orientated, proactive, etc.
- Efficient and effective with organization and planning of her own work.
- Can work independently and in a team.
- Team-player.
- Good stress and time management.
- Well developed, professional and correct communication skills to communicate with both internally and externally with customers, authorities and suppliers at all levels.
- To display a positive, open and cooperative behaviour in order to facilitate a good relationship inside and outside the department, avoid and help to solve conflicts.
- To maintain a professional office environment with due regard to confidentiality and security of aircraft data.

TERMS AND CONDITIONS



- Permanent contract
- Full time

Want to come on board ? Apply now !

Register online and fill in the application form with CV and motivation letter via our website

<https://cezanneondemand.interviewweb.it/aslaviationg>