



Continuing Airworthiness Administrator

Job type: Permanent

Job Role: Continuing Airworthiness Administrator

Salary: £22,000 to £25,000 depending on experience

AS Aerospace Limited are looking for an Administrator to join the fast paced, Continuing Airworthiness department. The role also has potential for the right candidate to progress within the company.

Job Description:

The position of the Continuing Airworthiness Administrator will be the supporting link between our Aircraft owner/operators and our Maintenance Organisation.

The overarching role for the Continuing Airworthiness Administrator is as follows and full training would be given:

- Aircraft fleet flight monitoring.
- Management and coordination of maintenance requirements.
- Monitoring and management of maintenance records.
- Manufacturer and regulator publications monitoring.
- Administrative support to the CAMO.

Responsibilities:

- Coordinating maintenance activities with our owner/operators.
- Evaluating completed engineering work packs and embodying into the aircraft records.
- Ensuring maintenance instructions are distributed to the Maintenance Organisation in a timely manner.
- Uploading aircraft flight hours and cycles into the company tracking system.
- Monitoring publication releases from the manufacturers and regulator.
- Distributing aircraft reports to the owner/operators.

Qualifications & Requirements:

- Proficient with Microsoft software i.e..Word, Excel, Outlook, PowerPoint.
- Educated to an A Level standard, although not essential.
- Previously worked within a records/documentation environment.
- Good written and spoken English with a confident and friendly telephone manner.
- Ability to work individually as well as part of a team.
- Good interpersonal skills with the ability to manage day to day communications effectively and efficiently.
- Ability to multitask.
- Good organisational skills.
- Accuracy, attention to detail.



Benefits

- Company Pension
- Life Assurance
- Attractive working week – 8am to 4.30 (Monday to Friday)

If you have the relevant experience and would like to join our team, please submit your cv to:
giselle.falconer@aerospacedesign.co.uk

No Agencies please.