COMMERCIAL COORDINATOR

DESCRIPTION
ExecuJet MRO Services is currently seeking a suitably qualified person to fill a vacancy within the Maintenance division, based at Lanseria International Airport. The purpose of the job is to co-ordinate the commercial and technical input required for the creation of work packs/estimates with regards to maintenance, skills, SB’s and AD’s and to verify the implementation of documentation, as well as audit documentation making sure regulations and processes are followed.

RESPONSIBILITIES

- Coordinate the maintenance input of aircraft commercially
- Ensure Quality of Work pack’s/Estimates / Proposals
- QC Baseline updates
- Assist with all ad hoc duties as assigned by the relevant manager

EXPERIENCE & QUALIFICATIONS

Experience

- 6 Years’ experience as a Licensed Qualified Aircraft Maintenance Engineer or similar
- 3-4 years commercial aircraft maintenance experience
- 3-4 years’ experience in the planning and or maintenance control of aircraft/products
- Hawker HS125 and/or Embraer 135/145 experience would be advantageous

Qualifications

- GRD 12
- Microsoft Office (Outlook, Word, Excel)
- Relevant AME licenses
- Relevant Managerial qualification (preferable)
- Relevant QC qualification
- Accredited Facilitator and/or Trainer
- Relevant regulatory requirements

PERSON SPECIFICATIONS

Essential

- Good communication and interpersonal skills
- High levels of responsibility and client focused
- Professional approach towards allocated duties
- Self-disciplined, with good planning and organising skills
- Ability to adapt (being flexible) to working conditions
- Ability to work independently and within a team
- Ability to cope with large volumes of work
- Ability to work in a pressurised environment

Employment Type
Full Time

Working Hours
08:00 to 17:00

Date posted
August 12, 2019

Valid through
September 6, 2019

ExecuJet MRO Services