

## Supervisor – Administration (Jhb)

### DESCRIPTION

ExecuJet MRO Services is currently seeking a suitably qualified person to fill a vacancy, based in Johannesburg, South Africa.

The main objective of the position is to effectively supervise the administrative staff and manage / control the processes relating to work order quoting, work pack opening & closure, work order invoicing and claims relating to the Maintenance / Production activities.

### RESPONSIBILITIES

- Maintain a sound financial system
- Manage and control employee related functions
- Manage the opening of work orders quotes & work packs and customer approval process
- Manage the initiation of work-flow processes after work order quote approval is received
- Ensure work orders to be accurate and complete
- Oversee and manage the creation of precise and thorough invoices
- Ensure personnel training and the upkeep of skills levels
- Assist with ad hoc task as assigned by the relevant manager

### EXPERIENCE & QUALIFICATIONS

#### **Essential**

- Grade12
- Microsoft Office (Word, Excel, Outlook)
- 5 Years Aviation administration experience in a production environment, including:

1. Quoting
2. Claims
3. Job Closures
4. Work Orders
5. Invoicing
6. Customer Liaison

- Financial and/or business management training and/or experience
- 2 Years supervisory experience
- Experience in Aircraft maintenance programs (added advantage)
- Technical understanding and exposure of aircraft related maintenance activities

### PERSON SPECIFICATIONS

#### **Essential**

### Hiring organization

ExecuJet MRO Services

### Employment Type

Full-time

### Job Location

Lanseria International Airport,  
Johannesburg, South Africa

### Working Hours

Weekdays 08:00 – 17:00

### Date posted

August 2, 2022

### Valid through

10.08.2022

- 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