Certifying Support Executive

Responsibilities

- Maintain all mandatory records and other documentation as may be required by regulatory authorities or customers
- Liaise with various departments and customers on work documentation and records
- Prepare engine induction documentation and update engine records in SAP system
- Prepare engine release documentation
- Reviews, inventories and organizes engine records for storage
- Maintain contracted records

Requirements

- ✓ Diploma in any discipline with minimum 2 years aviation experience
- ✓ Must be proficient in Microsoft Office
- ✓ Knowledge of SAP is an advantage
- ✓ Must be able to multi-task
- ✓ Able to manage time effectively to meet deadlines

(Only short-listed candidates will be notified)