



Certifying Support Assistant

Responsibilities

- Create and maintain engine/component worksheets in accordance with OEM approved documents
- Maintain all mandatory records as required by regulatory authorities or customers
- Liaise with various departments and customers on documentation and records
- Prepare engine induction documentation and update engine records in SAP system
- Prepare engine release documentation
- Review and organise engine records for storage

Requirement

- Min. Higher NITEC or Polytechnic Diploma in any discipline
- Proficient in MS Word and Excel. Knowledge of SAP is an added advantage
- Meticulous and detailed minded

(Only short-listed candidates will be notified)