



## **Technical Support Executive/ Assistant (Technical Data Management)**

### **Responsibilities**

- Create and update Engine Overhaul and Repair technical instructions in SAP in accordance with OEM approved data
- Work with Engineers, Operations and Quality Assurance personnel to ensure accuracy and effectiveness of the worksheets
- File and maintain OEM engine manuals and technical documents in the Technical Library
- Create and maintain the Generic Engine Structure and Material Master in SAP system

### **Requirements**

- Minimum Degree OR Diploma in Mechanical, Aerospace or equivalent Engineering disciplines with relevant work experience
- Highly analytical and able to explain complex information in a clear and concise manner
- Meticulous team player with good communication skills
- Basic knowledge of component repair processes (eg. Welding, Machining, Thermal Spray, Paint, NDT, Cleaning)
- Basic knowledge of high bypass gas turbine engines and the engine assembly process
- Experience in an engine or component overhaul shop is valued
- Proficient in MS Excel and Word. Knowledge of SAP is an added advantage

*(Only short-listed candidates will be notified)*

