



## **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**

- Diploma in Mechanical, Aerospace or equivalent Engineering disciplines
- Proficient in MS Word and Excel. Knowledge of SAP is an added advantage
- Meticulous and detailed minded

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