TECHNICAL RECORDS OFFICER. CAIRNS, AUSTRALIA

Welcome aboard!

About us:

Skytrans Australia is part of Avia Solutions Group, the world's largest ACMI (Aircraft, Crew, Maintenance, and Insurance) provider, operating a fleet of 145 aircraft on 6 continents. The group also provides a range of aviation services: MRO (Maintenance, Repair, and Overhaul), pilot and crew training, ground handling, as well as a variety of associated aviation services. Supported by 14,000 highly skilled aviation professionals, the group is parent company to over 250+ subsidiaries.

What you will do:

Reporting to the Continuing Airworthiness Manager, the Technical Records Officer is responsible for providing technical administration duties to the Part 42 Airworthiness department by ensuring company manuals and systems are up to date.

This is a full-time position with flexible hours based in our head office at Cairns Airport.

Key responsibilities:

- Manage, maintain, and securely archive all aircraft technical and continuous airworthiness records in compliance with regulatory (CAM and CASA) requirements.

- Review, verify, and update technical logs, work orders, maintenance actions, and flight data in the system daily.

- Prepare reports (e.g., open defect reports), issue flight log corrections, and support airworthiness reviews.

- Provide guidance to pilots and engineers on technical log accuracy and control access to technical manuals.

- Perform other Part 42 airworthiness administration duties as required by the Continuing Airworthiness Manager.

Qualifications and experience:

- Aviation industry experience, preferably in technical records (desirable).

- Strong administrative and organisational skills, with the ability to work effectively across all levels of the organisation.

- Advanced computer literacy (especially Microsoft Excel, Word, and Outlook) and ability to quickly learn new systems.

- High attention to detail, accuracy, and fast, precise data entry skills.

- Ability to work independently in a fast-paced team environment and maintain effective internal and external stakeholder relationships.

How to apply:

If you have the skills and experience (or thereabouts), we'd love to hear from you! Please submit your cover letter and/or resume addressing the points mentioned above.

Please note:

Only shortlisted candidates will be contacted for an interview. Applicants must be eligible to live and work in Australia as either a citizen, permanent resident, or hold an appropriate VISA. You must be able to successfully pass pre-employment and continuing medical, drug and alcohol pathology screening. Skytrans Australia is committed to equal opportunity employment through fair recruitment practices.

Queensland-based Australian airline, providing seasonal alternatives to Europe and empowering Avia Solutions Group's ACMI services in the Asia-Pacific.