



TECHNICAL RECORDS OPERATOR. TAGUIG, PHILIPPINES (THE)

Join Our Team as a **Technical Records Operator!**

Are you ready to elevate your career in the aviation industry?

Avia Solutions Group (ASG) Global Services Philippines is on the lookout for a **Technical Records Specialist** to support **FL Technics**, a globally recognized leader in aircraft maintenance, repair, and overhaul (MRO) services.

About FL Technics

As a trusted provider of tailor-made MRO solutions, FL Technics serves commercial aviation customers worldwide. With an extensive network spanning Europe, Asia-Pacific, Africa, the Middle East, and Canada, FL Technics boasts the largest independent line maintenance station network globally. Recognized as a Top Employer of 2024 by the Top Employers Institute, FL Technics prioritizes creating a supportive and rewarding work environment for its growing team across the globe.

As part of Avia Solutions Group (ASG), the world's largest ACMI provider operating more than 220 passenger and cargo aircraft worldwide, FL Technics stands at the forefront of innovation and excellence in the aviation sector.

Reporting to FL Technics, this dynamic role will be based in the ASG Global Services Philippines office in BGC, Taguig City, working in a hybrid setup aligned with the EMEA time zone.

Key Responsibilities

- Prepare and distribute monthly reports to customers.
- Control and update aircraft/ engines/ APU logbook.
- Control and update aircraft/ engines/ APU utilization records in electronic databases.
- Scan and retain of aircraft maintenance paperwork.
- Monitor and update records for components replacement in Maintenance Information System (MIS).
- Aircraft defects, oil uplifts, PIREPS, MAREPS, utilization data management and entry into Maintenance Information system.

What We're Looking For

- Bachelor's degree in Aerospace or Mechanical Engineering, or equivalent technical qualification.
- More than 1 year experience in a similar role. Preferably in an aviation industry.
- Experience with AMOS and/or OASES would be an advantage.
- Ability to read and interpret technical documents and reports.
- Strong attention to details and accuracy in record-keeping.
- Proficient in MS Office suite.
- Excellent communication, interpersonal, and organizational skills.

The benefits of being part of our team:

- Be part of a global aviation leader recognized for excellence and employee well-being.
- Work in a hybrid setup with a collaborative and forward-thinking team.
- Opportunity to grow in a challenging and fulfilling role within the aviation industry.
- Your contributions will be valued and rewarded, with competitive compensation and employee recognition programs.

A remote workforce service centre supporting Avia Solutions Group's ACMI airlines and MROs worldwide.