



FLEET TRANSITIONS RECORDS SPECIALIST. RIGA, LATVIA

The role of a Fleet Transitions Records Specialist includes several technical records responsibilities and requirements critical to the on-time and within-budget transition of aircraft (both phase-ins and phase-outs) within our fleet at Smartlynx Airlines.

Key Responsibilities:

- Plan and perform preliminary records inspections of prospective aircraft for phase-in.
- Plan and perform detailed aircraft records review and analysis in advance of and during aircraft transitions (including but not limited to Airworthiness Directives; Service Bulletins; Engines, APUs, LLP, HT, OCCM components; Structural checks and repairs; Landing Gears Maintenance Program Compliance; etc.) to ensure the technical records are by EASA airworthiness standards and other specific contractual requirements.
- Identify any technical records discrepancies and timely advise the aircraft lessor or the relevant Smartlynx CAMO stakeholders to plan for the necessary rectifications and bridging to EASA standards (such as AIR OPS Subpart D) to avoid delays at delivery or re-delivery.
- Manage and control records representatives during aircraft transitions (if required also participate in on-site activities) and be responsible for the preparation of the final aircraft documentation and records.
- Perform proactive aircraft records review during and following completion of any major maintenance event (such as C-checks, major airframe structural events or structural repairs, update D&B chart, LG overhauls, engine repairs or performance restoration, APU repairs or restoration, etc.) to ensure proactively that the technical records standards meet EASA and contractual redelivery conditions.
- Work closely in coordination with the rest of the Transitions team engineers and project managers and communicate with other departments and Lessors as and when required.
- Prepare necessary reports, checklists, and summary statuses for Smartlynx Management.
- Contribute to continuous improvement initiatives through the creation of best practice checklists to be used by Smartlynx CAMO engineers during maintenance events and also by the subcontracted reps to meet the highest standards.

Requirements:

- Hold an Aeronautical Engineering Degree (or through assessment of competence) and have proven sufficient knowledge of EASA Part M regulation about technical records airworthiness requirements.
- At least 3 years of technical records experience with an air carrier commercial operator. Prior experience with aircraft transitions will be a strong plus.
- Excellent knowledge of EASA rules and regulations.
- Proficiency in English.
- Good knowledge and experience in operating computer software programs, CAMO engineering software (AMOS and/or OASES will be an advantage), and handling computer data/information.

This is why you will love to work with us:

- Opportunity to work together with global aviation experts.
- International, friendly, modern, and comfortable work environment.
- Fully paid lunch and healthy snacks in the office.
- Advanced health insurance after the probation period.
- Paid day off on your birthday.
- For professional and personal development opportunities, join our Talent Academy, Leaders Club, or other development incentives.
- Corporate and social events.
- Competitive salary ranging from 2150EUR/gross based on your competencies and experience.

Apply here: <https://careers.smartlynx.aero/jobs/4800436-fleet-transitions-records-specialist>

**Please note that background checks will be conducted on all applicants and restrictions that can suspend the process of employment in accordance with the Law on Aviation Article 57.1. will be additionally evaluated.*

By applying to this job advertisement, the applicant takes full responsibility for declaring truthful information. In case, if information submitted will be discovered false or the Background Check result will return negative, participation in the recruitment process will be terminated.

In its 27 years in the ACMI and air charter business, SmartLynx Airlines has earned a name for itself as one of the finest in the industry. Operating a fleet of Airbus A320s and Airbus A321s aircraft, the airline transports over 3 million passengers annually in Europe and Asia.