



ENGINEERING ADMINISTRATIVE ASSISTANT. CAIRNS, AUSTRALIA

Welcome aboard!

Who We Are

Skytrans Australia is an Australian airline providing regional Regular Public Transport (RPT), ACMI (Aircraft, Crew, Maintenance, and Insurance), and Charter services, connecting communities across the country. The airline operates a fleet of 11 aircraft, including Dash 8 turboprops and Airbus A319 jets. Skytrans Australia is part of Avia Solutions Group, the world's largest ACMI provider, operating 142 aircraft across 6 continents and delivering a wide range of aviation services, supported by over 11,000 professionals across more than 250 subsidiaries worldwide.

About the role

You are a highly organised and proactive administrator who thrives in a fast-paced environment and enjoys supporting a diverse range of operational functions. You will play a key role in supporting the Engineering Management Team while also taking ownership of office administration and facilities coordination activities.

This is a full-time position based at our Head Office at Cairns Airport. While we offer flexibility around start and finish times, the nature of the role requires a regular on-site presence to effectively support the Engineering team and manage office operations.

What You Will Do

You will provide administrative support across a range of Engineering and office management functions. Key responsibilities include:

- Providing administrative support to the Engineering Management Team
- Taking meeting minutes and maintaining action registers
- Assisting with technical documentation and manual revisions
- Coordinating travel arrangements and processing expense claims
- Managing Engineering purchasing, records administration, and uniform ordering processes
- Maintaining engineering, technical, and compliance records, including Know Your Customer (KYC) administration
- Managing office operations, facilities, supplies, and service providers to ensure the efficient day-to-day functioning of the Cairns office.

What We are Looking For

- Previous experience in an administration, office coordination or support role
- Previous experience in aviation, engineering, construction or a technical environment desirable

- Strong organisational and communication skills
- High attention to detail and ability to manage competing priorities

How to Apply:

If you are keen to join the exciting and dynamic world of aviation, we would love to hear from you. Apply now by submitting your resume and cover letter and become part of a passionate and dedicated Skytrans team.

Please note: Due to the volume of applications, only shortlisted candidates will be contacted. Applicants must have the right to live and work in Australia and be able to successfully complete pre-employment and ongoing medical, drug and alcohol screening requirements. Skytrans Australia is an equal opportunity employer committed to inclusive and fair recruitment practices. We strive to provide a respectful and accessible recruitment process for all candidates. If you require any adjustments throughout the recruitment process, please let us know so we can support your application.

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