



TECHNICAL ADMINISTRATOR. BISHOPS STORTFORD, UNITED KINGDOM OF GREAT BRITAIN AND NORTHERN IRELAND (THE)

Ascend Airways | Technical Administrator

Bishops Stortford, UK

£25,000

UK AOC holder Ascend Airways are operating a fleet of Boeing 737 aircraft (NG and MAX) in the ACMI market, opening its first operational base at London Gatwick in early 2024. The company is part of Avia Solutions Group, the world's largest ACMI (Aircraft, Crew, Maintenance, and Insurance) provider, operating a fleet of 221 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 a parent company to over 250+ subsidiaries.

Reporting to the Head of Fleet Technical Management, the Technical Administrator will be responsible for managing and maintaining the technical documentation within the CAMO department. This role is responsible for ensuring all company manuals and engineering publications are up-to-date, accurately amended, and distributed, while overseeing the control My Boeing Fleet and Technical Library. They will manage document updates on engineering iPads, and support the production of internal CAMO documents.

Responsibilities:

- Maintaining the technical library, including control of amendment recording, incorporation and distribution, transmittal of amendments to copy holders of company manuals and tracking manuals temporarily removed from the library.
- Ensuring that all subscription renewals for manuals held by the company are made aware to the Technical Director or Head of Fleet Technical Management on time and that all material is supplied in the correct format as ordered.
- Being the central point of control for the My Boeing Fleet IT systems.
- Entering all newly received amendments and any new documentation controlled through the Sharepoint library system into the system, and carrying out audit checks as required
- In conjunction with the Engineering management group, the production and issue of all internal CAMO documentation.
- Control the update and amendment of the engineering department iPads, ensuring the publication contained on them are at the latest standard.
- Collect and receive procedures from Sub Contracted Organisations and update the Management System (Centrik).
- All other administrative duties resulting from the activities of the Part CAMO department.

The ideal candidate will have the following experiences and attributes

- Strong organisational skills with a high level of attention to detail
- Experience in an office role and environment.
- Proficiency in Microsoft 365 Application, Excel & My Boeing Fleet.
- Good written and verbal communication skills using accurate spelling and grammar
- Self-motivation and ability to adapt to changing environment
- Ability to manage multiple task

At Ascend Airways, we offer an attractive and inclusive working environment that supports opportunity for career progression.

If you are interested in this position and would like to hear more, please reach out to recruitment@ascendairways.aero

Ascend Airways is a UK-based ACMI and charter airline offering the quietest, most fuel-efficient aircraft to enable customers to fulfil their capacity requirement and meet environmental objectives.