



TECHNICAL RECORDS OFFICER. 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.

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 attributes, we are looking for (or thereabouts) we would love to hear from you. Please submit your application ensuring you have clearly addressed the selection criteria outlined above.

Please note: Due to the volume of applications received, only shortlisted candidates will be contacted. Applicants must be eligible to live and work in Australia as either a citizen or permanent resident and be able to attend and 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.