

OPEN POSITION

We have an opening for the following position available at Centurion Cargo.

QC RECORDS ADMINISTRATOR

Reports to: Supervisor of Aircraft Records

Hours: Full Time

OVERALL RESPONSIBILITIES

1. Receiving, sorting, updating, filing, and data entry of all aircraft maintenance records into FIMS used to maintain aircraft records and the CAS Program.
2. Maintaining aircraft log books – Data entry into log book database and filing log book into filing system.
3. Daily collecting and auditing aircraft flight logs and maintenance work packages for completeness and compliance with all time-limited maintenance requirements. Returns incomplete records to the Supervisor of Aircraft Records for correction when required.
4. Physically filing and maintaining files for aircraft flight logs, maintenance documents and parts tags as required by Company policy, making necessary data entries as required.
5. Regarding aircraft work packages and documents, coordinating with the Manager of Heavy Maintenance to ensure all received documents and packages are complete and correct. Updating computer data as required and ensure for the proper disposition of documents.
6. Regarding aircraft times and cycles, inputting data from log pages into system to calculate aircraft time and cycles. Ensuring data is correct and available as required.
7. Resolving discrepancies on any of the above documents with responsible department or individuals.
8. Generating reports as required for current status of aircraft time and cycles, airworthiness directives, time controlled inspections, maintenance check history, or aircraft components listings.
9. Archiving required paperwork, including physical filing of records and/or scanning them into optical computer filing system.
10. Assuring that all changes to operations specifications that affect overhaul times and inspection periods are promptly reflected in the aircraft maintenance records.
11. Preparing due times of all controlled items far enough in advance of the impending inspection or work function so that the affected departments may acquire the required components, equipment, etc., and schedule the work to be done.

REQUIREMENTS

The Quality Control Records Administrator will have at least three (4 years of experience with computers, with skills in computer data entry, which will include at least one year of experience in Airline and/or FAA Repair Station record keeping. General file skills and knowledge of Microsoft software programs are required. He/she must have neat handwriting and printing skills, and must perform with a high degree and consistent accuracy.

Posted: November 5, 2010

Deadline: November 12, 2010

Submit resume to: Human Resources (mromero@centurioncargo.com)