

Windward Islands Airways International (Winair) N.V. is the successful airline of St. Maarten. We have a long history and are doing well in a dynamic, international setting. Currently, we have about 180 employees, but we expect to grow substantially in the upcoming years. Winair is investing in our employees, empowering them, and striving to be an excellent workplace for ambitious professionals. To support further growth, Winair is looking for

TECHNICAL RECORDS ADMINISTRATOR

Organizational Relationship

Reports to: The Director of Maintenance

Supervises: The trainees and or assistants assigned to him/her

Basic Functions

The Technical Records Administrator is responsible for preparing, sorting, editing, updating, storage and retrieval of records and/or documentation of aircraft, components, accessories and power plants, and the work performed on such.

Duties and Responsibilities

- Updating the computer maintenance database daily for flight times, landings, non-routine work carried out and discrepancies as written in the ATL.
- Producing aircraft and or component Work Orders based on the assigned forecast
- Preparing the paperwork and forms required for work orders and inspection packages.
- Updating the ECTM program daily for flight data collected, and prints reports as required by the Director of Maintenance or Shift Supervisors
- Updating the Maintenance Status board in the maintenance office.
- Producing twice monthly printed reports of Aircraft Status for each aircraft,
- Maintaining record for man-hours spent, overtime, job-costs and vacation days. Prepares weekly reports for submission to accounting.
- Producing a monthly report for Management of aircraft for utilization, and maintenance compliances.
- Updating of the manual records for Aircraft, Engine, Propellers and Components.
- Maintaining overhauled components data.
- Maintaining adequate supply of office supplies for the Maintenance Department.
- Notifies the Director of Maintenance of items planned for daily accomplishment.

Experience and Qualifications

- Minimum level of MBO or equivalent.
- Must have affinity with technical aspects of aviation.
- He/she shall have basic skills in computer databases and Microsoft office.
- Shall have good administrative, written and organizational skills.

- Experience in the airline industry is a Pre.
- The ability to work independently is a must.
- Must be have good English written skills.

Are you the qualified person for this job? Do you have an interest in starting a new chapter with another company? If yes, please apply by sending a motivational letter, a resume, and a valid copy of your passport to the Human Resources Department at humanresources@fly-winair.com.