Technical Records Officer

Maintenance Control

Perth

Skywest Airlines (Australia) Pty Ltd has been proudly meeting the transport needs of Western Australians for almost 50 years, currently flying to 25 destinations. Skywest carried over 810,000 passengers across all RPT, Charter and fly-in-fly out services during the 2010/2011 financial year. Skywest operates flights across regional Western Australia, as well as Darwin, Melbourne and internationally to Denpasar, Bali. Skywest received the 2011 AIM International Company of the year award reflecting the company's outstanding corporate performance, culture and governance.

Position Overview

Due to our continued growth we are currently seeking a Technical Records Officer to join our Maintenance Control department.

Reporting to the Planning and Technical Officer, you will be responsible for accurately and effectively maintaining aircraft and component log books in accordance with Skywest Maintenance Control Manuals. Duties in this role include:

- Update, control and monitor aircraft hours and cycles on IAS database.
- Timely update of engineering records, data entry of work pack information onto IAS Database
- Filing and archiving of date
- Monitoring of documentation to ensure certification conforms with requirements.
- Support of maintenance planning and records team.

To be successful in this role you will demonstrate excellent communication skills, strong attention to detail and strong analytical skills. Previous experience in administration of aircraft technical records and working experience with Daniels IAS software package will be highly advantageous.

Benefits and Remuneration

In return, commensurate with skills and experience we will offer a competitive remuneration package along with salary sacrificing options and generous travel benefits. In support of work life balance, benefits such as flexible working arrangements may be negotiated to meet your personal circumstances. For further information on the rewards and benefits of working for Skywest Airlines, please visit our website.

Application Closing Date and Contact Details

Applications must be accompanied by a CV and cover letter and forwarded to the Recruitment team by emailing Recruitment@skywest.com.au by 4pm, Wednesday the 28th of November 2012.

Skywest Airlines (Australia) Pty Ltd is an equal opportunity employer and encourages applications from all sections of society.