



Technical Records & Library Officer

Location

LGG, Liege Airport (Belgium)

About Challenge Airlines (BE)

Challenge Airlines (BE) S.A. is a new airline based in Liege Airport (LGG) with a Belgian AOC. The airline operates daily scheduled cargo flights and charter services carrying nonstandard goods and general cargo internationally. Challenge Airlines (BE) is part of a Global airline group that carries approximately 400,000 tons of cargo annually. The Group is in rapid growth and is looking for great & talented people with possibility to within evolve the company.

Employment Type

Full-time
Possibility of home working (2 days per week) at the end of the training period

Contact

recruitment@challenge-group.com

Do not forget to mention the description of the job in your mail object.

Your application will be treated with confidentiality.

Website

www.challenge-airlines.be



Job purpose

The Technical Records and Library Officer administers the technical records and technical library for the Challenge Group. She/he enters data into the maintenance software, updates the aircraft technical records, manages the aircraft technical records inventory and the technical library.

Your responsibilities

- Review the aircraft technical logs for completeness and compliance with Continued Airworthiness Management Organisation (CAMO) procedures
- Review the aircraft technical records provided by the maintenance organisations
- Liaise with the maintenance organisations in case of incorrect or incomplete records
- Update technical information and aircraft status in maintenance software
- Update digital records archives
- Maintain accurate records of all checks, services and maintenance or repair-activities
- Ensure secure storage of technical records.
- Collect, dispatch, and archive technical documentation and manuals from EASA/FAA, OEM, STC holders, vendors, etc.
- Interact with OEM, STC holders and vendors to keep technical documentation up to date
- Administer Boeing Toolbox

Your profile

- Bachelor's degree or equivalent
- Entry level accepted
- Professional, proactive and accurate
- Experience with Microsoft Office
- Knowledge of aviation technical terminology is an advantage but not a requirement
- Experience with aviation maintenance software is an advantage but not a requirement
- Good team player, flexible, self-starter and proactive
- Good administration skills, good at attention to details
- Experience with Microsoft Office tools
- Good level of written and spoken English required

What we offer

- An attractive salary package including extra-legal benefits (meal vouchers, health insurance, ...)
- Training that will allow you to acquire the technical knowledge inherent to the requirements of the position
- A dynamic work environment where there are opportunities to evolve
- A permanent contract