

TECHNICAL ADMINISTRATOR, M/F

OUR COMPANY

Insight Aviation BV is based in Mijdrecht and is an aviation maintenance management & consultancy company. We provide a comprehensive range of services to aircraft owners, operators, leasing companies and other aviation professionals, for both commercial and non-commercial operations. Our services comprise activities such as aircraft asset management, aircraft maintenance program development, physical aircraft inspections and the complete management of the continuing airworthiness of aircraft. Over the years we have gained speciality and privileges on various aircraft types, and, because of that, we have a large work scope of aircraft types in our portfolio. The team consist out of 8 in-house employees and several external flexible consultants. Aircraft maintenance management involves a large scale of various hard copy/digital (aircraft)records. Data processing is part of our core business.

JOB DESCRIPTION

The Technical Administrator is responsible for providing administrative support to the managers of the CAMO department. You will assist them by the review of aircraft technical records and processing (searching, comparing, mutating) various maintenance data such as flight cycles / flight hours / MPD / MRB / AD's, SB's etc. and update aircraft status in AcMP. Assist by preparing aircraft templates in AcMP. Identify and report possible administrative bottlenecks and provide your input on how to resolve these issues. The Technical Administrator works from the central office in Mijdrecht, but projects might require working from a remote location which involves traveling.

Bluntly: we are looking for an enthusiastic, accurate, responsible, and hands-on person who learns quickly, likes data processing and loves working in aviation. And for you, this position is only a starting point. By gathering experience and know-how you can develop into a CAMO engineer over the years.

WHAT ARE WE LOOKING FOR:

- An HBO Aviation Degree in aeronautical engineering (*preferably Engineering/MRO department and/or specialty in MRO (minor)*) and/or technical experience in aviation.
- Good and demonstrable knowledge of Windows and Microsoft Office (*especially Word and Excel*) and you need to be very accurate.
- We are a bilingual company: you speak and read the Dutch and English language well.
- You are a problem-solving and good decision-making team player and able to adapt to the aviation safety and quality standards within the company.
- Theoretically founded, but you also have a practical mindset and skills.
- Basic awareness/knowledge of aviation regulations (e.a. EASA/FAA/PART-CAMO/PART-M/PART-145/CS-25 etc.) and *a large* affinity for aircraft and aviation in general.
- The willingness to travel (*planned and on short notice*).
- You live within a 1-hour driving range from Mijdrecht.

KEY WORDS:

Accuracy, fault-isolation/reviewing skills, self-reflective, quick-learner/quick-starter, theoretical/practical mindset, hands-on, flexible, multi-tasker, eye for detail, organized.

WHAT DO WE OFFER:

A varied job with career opportunities within a small and informal team.

Salary: to be discussed and depending on age and experience.

Type of employment: flexible working hours at the Mijdrecht office with the option to work from home occasionally.

Duration: 1 year with the intention for extension.

Do you think you are a good fit to our company? Please email your CV and motivation to:

info@insight-aviation.com

For further information please contact our office manager Margot van Putten at 088-6262437.