

Technical Records Clerk

We have an opportunity for a Technical Records Clerk to join the Engineering team at our hangar at London Stansted to support our Part M functions and to ensure that aircraft technical data is entered into the IT system.

Reporting to the Systems Data Integrity Engineer, the main duties and responsibilities will be to:

- Process and update Technical Log and maintenance compliance information in the computer maintenance tracking system.
- Checking and entering of Technical Log defects, hours, cycles, oil/fuel uplifts onto the IT system with hard copy records maintained.
- Processing component changes in the computer maintenance tracking system
- Break down records to create industry standard binders and scan documents onto aircraft data base.
- Manage deployment of aircraft Damage Charts
- Production of Aircraft Summary reports to assist in management of asset
- Produce and prepare statements for ARC reviews through downloads from OASES system.
- Assist with any Administrative requirements

Knowledge and role requirements

- Prior experience in a Technical Records environment will be advantageous
- Comprehensive use of Microsoft Office applications and good IT skills.
- Good office administrative skills such as accurate filing, scanning and making complex arrangements
- Excellent attention to detail
- Must hold a full and current driving licence.
- Ability to work and reside in UK (pre-settled / settled status share code or proof of citizenship application will be requested if shortlisted to interview)
- Ability to provide 5 year referencing information to obtain an airside pass
- Ability to pass a pre-employment drugs and alcohol test

This is a permanent, full-time role based working Monday to Friday from 0900 to 1730.

Interested applicants should apply via www.titan-airways.com/commercial/careers with a **CV and covering letter before close of business on Friday 6th August 2021**