
ASL AIRLINES BELGIUM IS LOOKING FOR A

TECHNICAL RECORDS CLERK

ASL Airlines Belgium
Rue de l'Aéroport
Building 101
4460 Grâce-Hollogne
Belgium

JOB TITLE **Technical Records Clerk**
DEPARTMENT **Technical Department**
LOCATION **Liège Airport Site**
REFERENCE CODE **ASLB18-099 Technical Record Clerk**

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DEADLINE TO APPLY:

Purpose of the job To administer the functions of aircraft technical records in compliance with company procedures and EASA requirements.

- Key activities**
- To ensure all aircraft and component data, (non-)scheduled maintenance and defects are correctly entered into the Maintenance Information System.
 - To ensure completed aircraft documentation is correctly archived.
 - If applicable, to send all applicable technical records in digital format to the subcontracted part-M Engineering for digital archiving.
 - To verify received technical records on completeness and correctness and apply for corrections where necessary.
 - Maintain a professional office environment with regards to confidentiality and security of aircraft data.
 - To propose areas of improvement

Self-behaviour

- Displays a positive, open and cooperative behavior in order to facilitate a good relationship inside and outside the department, avoid and help to solve conflicts

Corporate Responsibility / Health & Safety

- To comply with local, national legislation, Health & Safety and Environment regulations in order to maintain a safe working environment for self and all the depot employees.
- Participate in the corporate initiatives
- Respect the H&S procedures & instructions
- Act & work safely
- Make use of the PPE (personal protective equipment) provided by the company
- Report possible risks to the hierarchy

Preferred experience/knowledge

- Knowledge of aviation technical terminology
- Computer literacy
- Able to cope with confidential matters.
- Pronounced sense of responsibility and organisation
- Administrative background and skills
- Good knowledge of English

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Contract type Permanent contract – Full time job - Office Hours-

How to apply Please send your CV and your motivation letter via our job portal <http://jobs.aslairlines.be/> and indicate the reference code in the subject of your motivation letter.