



Position	Aircraft Records Engineer
Team	Fleet Management Team
Responsible Director	VP Asset Management Services
Responsible Line Manager	Director, Aircraft Services & Airworthiness

Summary of role

A principally technical role within the Fleet Management Team. This role will involve the independent and competent management of multiple commercial aircraft projects on behalf of third party customers and internal requirements. This role requires frequent and sometimes extended travel globally.

Responsibilities and Activities

- Ability to perform full audit of aircraft Technical Records during aircraft, deliveries, lease returns / redeliveries and aircraft repossessions.
- Support physical aircraft condition surveys / inspections including Structure, Systems, Cabin, Landing Gear, Engines, APU and corresponding technical records reviews.
- An understanding of the process of aircraft lease returns / redeliveries / transitions and aircraft repossessions.
- Fully conversant with Aircraft maintenance check records.
- Drafting technical reports and management of technical documentation.
- An understanding of aircraft end of lease / purchase contracts.
- To support commercial activities of the aircraft transition including an understanding of commitment letters and compensation calculations.
- Managing the discrepancy list with the customer / operator to make sure that all issues are resolved in an effective and timely manner.
- Ability to support and manage CAMO activities for aircraft under Willis management (Maintenance Planning / AMP Development / AD Assessment / workpacks / task cards / Reliability Reporting / Managing Defects. (Knowledge of ARC reviews would be beneficial).
- Quality driven with Knowledge of EASA Part M and Part 145.

Candidate Requirements

- Minimum of 4 years' experience in the management of aircraft technical records in a Lessor, Airline, MRO or OEM environment.
- knowledge of A320 and B737 aircraft types.
- Computer literate and proficient with MS Office products.
- Experienced with technical records management systems.
- Project management skills to ensure the timely completion of projects and meeting deadlines.
- Working knowledge of OASES would be beneficial