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Equal Opportunity/Affirmative Action Employer

## JOB DESCRIPTION

**Position Title:** Technical Records Analyst - Dallas

**Status:** Non-Exempt

**Position Summary:**

Responsible for performing technical review and analysis of aircraft and engine records for storage and presentation to customers as directed by the Director of Technical Records.

**Responsibilities and Duties:**

- Responsible for reviewing, organizing and summarizing aircraft and engine records for storage and to meet the needs for aircraft and engine sale and/or lease.
- Reviews, inventories and organizes aircraft and engine records for storage.
- Audits aircraft and engine records to ensure proper location and protection.
- Assist the Technical Services and Sales Departments in locating pertinent documentation.
- Produces monthly reports on the status of aircraft and engine records.
- Researches records through contacts with OEMs, repair facilities and previous owner / operators in obtaining life limited part trace and complete operational and technical aircraft and engine documentation.
- Ensures that comprehensive data packages exist for aircraft and engines.
- Scans select technical and trace documents.
- Other duties may be assigned to meet business needs

**Reports to:** Manager Technical Records

**Supervises:** None

**Education, Knowledge and Skills:**

- High School Diploma or GED required.
- Minimum five years experience in aircraft or engine record keeping
- Exceptional analytical and problem solving abilities
- Ability to work and interact with departments throughout the organization
- Must be proficient in Microsoft Windows/Microsoft Office (Word & Excel).
- Must be able to multi-task
- Must have exceptional verbal and written communication skills
- Must exhibit a high level of confidentiality with work product.