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Equal Opportunity/Affirmative Action Employer

JOB DESCRIPTION

Position Title: Technical Records Analyst

Status: Non-Exempt

Position Summary:

Responsible for performing technical review, analysis and administrative duties on a limited basis as directed by senior personnel within the Records Department.

Responsibilities and Duties:

- Responsible for reviewing, organizing and summarizing aircraft and engine records to meet the needs for aircraft and engine acceptance, sale and/or lease.
- Audits Life Limited Part Summaries and applicable technical and operational documentation for Company and customer aircraft and engines and related parts.
- Tracks lease aircraft and engines, obtains operational and technical data, audits lease data, up-dates aircraft and engine database and reports operational figures.
- Assists in pre-purchase evaluation of aircraft and engines and/or inventory as required.
- Produces Life Limited Part Summaries and trace packages.
- 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.
- Provides comprehensive data packages to internal and external customers.
- 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:

- 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.