

Job description AMOS Technical Record Specialist

Organisation	Challenge Airlines BE
Reports to	CAMO Manager
Location	Liège - Belgium
Position Code	CHG19
Job Purpose	The AMOS Technical Record Specialist is responsible to upload on continuing airworthiness data in AMOS for all aircraft in the Group's fleet. She/he acts to perform records data entry for the entire Challenge Group fleet in AMOS software.
Responsibilities	<ul style="list-style-type: none"> • Update and check the current content in AMOS maintenance software; • Check the aircraft technical record for correctness (correct sign off and maintenance data reference); • Check work order for correctness (correct sign off and maintenance data reference); • Upload and update the maintenance record in the system <ul style="list-style-type: none"> ○ Open and close work order; ○ Reporting back of maintenance performed; ○ Perform label booking; • Check of correct application of MEL and deferred maintenance interval; • Provide continuous improvement proposals to increase the implementation or AMOS in the group, with respect of safety standards and working processes; • Support ad-hoc projects (e.g. aircraft phase-in and phase-out, data transfer).
Job Requirements	
Education	High School or equivalent
Experience, Skills, and Personal Attributes	<ul style="list-style-type: none"> • Experience with aviation software Swiss-AS AMOS is required • 1-2 years in a similar engineering position • Solid knowledge of EASA regulations, in particular regulations relating to Part-CAMO and Part-145 • Good team player, flexible, autonomous, and proactive • Good communication skills and analytical abilities, rigorous and well organized • Experience with Microsoft Office tools • Fluent English required