

Continuing Airworthiness & IT – Assistant

Air Service Basel GmbH – Basel Area, Switzerland

Tasks & responsibilities:

- Assisting the CAMO team with planning, scheduling, and recording of aircraft maintenance.
 - Provide support to the CAMO team by assisting with data entry and processing of aircraft hours, cycles, and other relevant maintenance data.
 - Communicating with Customers and Aircraft Maintenance Organizations.
 - General IT Tasks & User support (internal 1st Level IT support), coordination with external IT provider.
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Qualifications:

- Mechanical aptitude.
 - Planning aptitude.
 - Proficient with MS Word, spreadsheets, and database programs.
 - Ability to resolve problems, and to complete both short- and long-term tasks.
 - Capable of working independently, as well as part of a team.
 - Ability to multi-task and task-prioritize.
 - Detail orientated, analytical attitude.
 - Good IT skills, or at least knowledge or particular interest in IT.
 - [Proficiency in English & German language.](#)
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APPLYING

Please send your application including cover letter, certificates, and CV (with color photo) by e-mail to careers@airservicebasel.com . All applications will be treated with a high level of confidentiality.