



Inflite The Jet Centre

Job Title: Document Controller
Department: Technical Services
Shift Pattern: 4 on 4 off, 12 hours per day
Reports To: Technical Services Manager
Location: Hanger 1, Stansted

Job Purpose:

To manage and update the company maintenance planning system (WINGS) and handle maintenance work packages from the Customer Purchase Order (PO) through to the return of completed paperwork, ensuring compliance with company and authority standard.

Main Responsibilities and Duties:

- **Document Control:** Manage and collate both Inflite and Customer maintenance documents, ensuring adherence to company procedures and national regulations for scheduled and unscheduled maintenance.
 - **Data Input:** Enter maintenance work cards into the company's MRP system during maintenance processes, and continuously update non-routine work cards as maintenance progresses.
 - **Scheduled Maintenance Layout:** Organise and rack all scheduled work inputs for shop floor attention.
 - **Opening/Closing Work Packs:** Generate and close company work packs for both line maintenance and base maintenance inputs.
 - **Return of Completed Work Packs:** Arrange for the shipping of completed work packs to Operators within contracted timescales.
 - **Engineer Support:** Provide documentation support to shop floor engineers, ensuring they have access to both customer and company policy information and documents.
 - **Quality Control:** Inspect completed maintenance work cards and ensure all company work packs meet customer regulations and company standards.
 - **Commercial Department Support:** Liaise with the Commercial Department as necessary regarding completed work packs.
 - **Technical Services Support:** Act as a liaison between Technical Services and shop floor engineering teams.
 - **Additional Duties:** Perform any other duties within your capabilities as directed by the company.
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Qualifications Prerequisites:

- **Communication Skills:** Excellent communication skills, both written and verbal.
 - **Computer Proficiency:** Strong keyboard skills and proficiency with computer systems.
 - **Educational Background:** Educated to GCSE level with grade C or above in English and Maths.
 - **Industry Experience:** Experience in aviation or a technical background is advantageous.
 - **Work Under Pressure:** Ability to maintain high standards of work under pressure.
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What We Offer:

- **Competitive Salary:** We recognise and reward your skills and expertise with a salary that reflects your contributions.
- **Generous Annual Leave:** Enjoy increasing annual leave entitlement as you grow with us.
- **Salary Exchange Pension Scheme:** Secure your financial future with our comprehensive pension plan.
- **Employee Assistance Programme:** Receive support for your mental and emotional well-being.
- **Life Assurance:** Gain peace of mind for yourself and your loved ones with our life assurance coverage (subject to scheme rules).
- **Employee Cash Plan:** Access financial assistance for health and well-being-related expenses.
- **Enhanced Maternity and Paternity Schemes:** We support you and your growing family during significant life milestones.
- **Professional Growth and Development:** Access continuous opportunities to enhance your skills and advance your career.
- **State-of-the-Art Equipment and Technology:** Work with cutting-edge tools and technologies.
- **Ongoing Training and Certification Programmes:** Stay up-to-date with the latest industry standards and practices.
- **Career Advancement Opportunities:** Clear paths for progression within our dynamic organisation.

Join Inflite, where your skills and expertise are recognised and rewarded. This is your opportunity to advance your career in a supportive and innovative environment.

Ready to take the next step? Send your CV and Covering letter to HR@inflite.co.uk today.