



Inflite Group of  
Companies

## Inflite The Jet Centre

**Job Title:** Technical Services Engineer  
**Department:** Technical Services  
**Shift Pattern:** 08:30 to 16:30 Monday to Friday  
**Reports To:** Technical Services Manager  
**Location:** Hangar 1, Stansted

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### Job Purpose:

**Technical Services Engineer Supports the organisation in production and management of maintenance and modification projects**

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### Accountability:

Accountable for production of accurate maintenance work packages and the management of complex maintenance and modification projects in accordance with ITJC processes and procedures.

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### Main Responsibilities and Duties:

- Manages complex aircraft maintenance and modification projects to protect the critical path.
  - Communicates with customers at a professional level in relation to maintenance input planning ensuring that the requested work scope is received, understood and translatable into a tangible work package.
  - Produces work packages in line with the customers' requirements to ensure access, spares, tooling, manpower and third-party service requirements are identified, ordered and available prior the aircraft scheduled downtime.
  - Communicates with approved third-party vendors for the arrangement of services to make sure their attendance and time estimates fall within the requirements to maintain the critical path.
  - Coordinates Part-21 Design Organisations to engineer and support customer requests for aircraft modification, ensuring documentation meets the requirements of EASA/Foreign NAA to allow implementation under company approvals.
  - Prepares and chairs internal pre-input review meetings with Commercial, Engineering & Logistics departments in line with company milestone requirements.
  - Performs pre-input review meeting with customer to discuss incoming defects and customer specific requirements.
  - Coordinates acceptance of aircraft into maintenance.
  - Identifies and proactively resolves critical path issues which could affect the aircraft input schedule.
  - Provides our customer with updates on the project progress on a daily basis during aircraft maintenance.
  - Reviews and completes the aircraft library, e.g. Technical Log, Deferral Log, etc. during an input and upon release to service.
  - Provides assistance to Document Control with review of completed paperwork and rectification of issues arising.
  - Generates documentation and supports certifying staff through the return to service stage of aircraft maintenance input.
  - Constantly seeks improvement in all activities to maximise productivity and minimise cost.
  - Provides assistance to SBDM to best manage customers' expectations.
  - Performs any other duties within his/her capabilities as directed by the Company.
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### Qualifications Prerequisites:

- Demonstrable experience of project management within an engineering environment.
  - 5 years of experience in aviation maintenance, operations, CAMO or manufacturing.
  - Strong PC user skills (Excel, Word, MS Project)
  - Demonstrate good presentation and interpersonal skills.
  - Show a good sense of priorities.
  - Experienced in the usage of Wings ERP or equivalent.
  - Time flexibility.
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### Other Specifications:

- Rigorous and self-motivated.
  - Maintain strict confidentiality of the data.
  - Attend and pass successfully all mandatory trainings & assessments according to the area of activity
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