



Maintenance Administrative Assistant /Parts Coordinator- Job Description

Position Overview:

This position works as a team member utilizing experience, skills, and on-the-job training to assist as a key player in a variety of functions in the maintenance department. You will be working closely with the maintenance team to achieve the departments goals and deliver excellent customer service to our flight school, charter department, and customer clientele within Aero-Tech Services maintenance department.

Knowledge, Skills, and Abilities

- Excellent customer service skills
- Excellent verbal and written communications skills
- Organized and a team player
- Punctual, professional, diligent
- Ability to multi-task, self-motivator who can complete tasks with minimal supervision
- Ability to work with current technology such as Microsoft office products

Education & Experience Requirements

- High school diploma (or equivalent) required
- Customer service experience
- Experience in aviation a plus

Job Responsibilities:

- Admin Support and Customer Service
 - Face of ATS maintenance department, regularly reflecting our core values
 - Maintain department records, work order materials, and invoices
 - Field phone calls and emails
 - Schedule maintenance events with third parties as needed
 - Track department billable and non-billable hours
 - Liaison between accounting and maintenance departments regarding financial issues.
 - Monitor aging reports from accounting and, follow up with outstanding invoices.
 - Manage annual subscriptions
 - Aircraft maintenance manuals
 - CAMP
 - NAV databases
 - ELT registration
 - Etc.
- Parts Coordinator
 - Acts as administrative point of contact to outside service providers and vendors for billing and financial dispute issues as directed by the Director of Maintenance or Director of Finance
 - Ensures invoicing for parts and services provided is accurate and justified.
 - Order maintenance department office and shop supplies
 - Assist with shipping/receiving when requested. Reconcile shipping invoices.
 - Parts Management
 - Inventory Management
 - Core returns: shipping/tracking
 - Purchase orders
 - Warranty submission/tracking

BENEFITS:

- Paid holidays & paid time off
- 401k plan available
- Employee flight benefits
- Competitive pay
- Health, dental, vision

Job Type:

- Full-time
- Monday – Friday