

Great airlines need great people, so do not miss out on this chance to join Helvetic Airways one of Switzerland's largest airlines. We are looking for a

### **Maintenance Administrator 100%**

Base Zurich

Starting date: Upon mutual agreement.

The Maintenance Administrator supports the Head of Maintenance in his daily administrative duties as follows:

#### **Duties and Responsibilities**

- Develop and maintain company documentation filing system
- Develop and maintain company staff record/training files
- As directed, plan meetings and take detailed notes
- Assist in the development and writing of departmental manuals
- Update and maintain departmental policies and procedures
- As directed, plan and book staff training
- Maintain and order office supplies as required
- Maintain departmental contact and supplier lists
- Collect and submit departmental, time sheets, vacation requests, travel request and expense claims
- Support department heads with the updating and develop departmental shift plans
- Act as external point of contact for department visitors and guests
- Assist with the administration of the maintenance department

#### **Candidates must have**

- Proven experience as an administrative assistant
- General knowledge in Aviation
- Self-initiative and the ability to work unsupervised
- Proficient computer skills (MS Office)
- Fluent written and spoken in English and German
- A high sense of responsibility
- Reliable with a systematic way of working
- Flexibility and ability to work under pressure
- Airline industry affinity
- AMOS Knowledge is beneficial
- Swiss residence and work permit

#### **We are offering you**

- A high motivated, dynamic and young team
- A competitive salary package
- A wide range of benefits

We are seeking highly motivated and practical individuals whose focus and drive will add strength to our Airline for a better future.

**Are you interested?** If so, just check the requirements for the position and apply now on our Career Center [www.helvetic.com/career](http://www.helvetic.com/career). Become part of our Helvetic Airways team!