



Revision Date:

Position Title :	Protégé -Engineering Administrator - HQ	Job Grade :	E6
Division :		Department/Unit :	Engineering - AMO

A. JOB PURPOSE:

(Helps to define purpose of job)

Engineering Administrator – HQ, is responsible to perform administrative task relating to the operations WASSB Engineering Department – AMO,

B. JOB SUMMARY/KEY RESPONSIBILITIES:

(Functions of positions – please provide 3 to 8 key accountabilities)

AMO Administration

- Ensure AMO personal profile from all bases are updated in HQ records.
- Assist Engineering General Manager (EGM) to prepare all AMO correspondence letters and maintain required filing system thereafter
- Maintain Engineering-AMO activity calendar and ensure AMO management is coordinated on all audits planned
- Providing support to AMO team on any detachments or travel
- Assist HR for new hires related activities in Engineering Department - AMO.
- Coordinate with HRA for any Medical check-up requirement
- To ensure all Travel Authorisation Forms and CMT approvals are in place for AMO department
- To coordinate with Travel dest for EGM travel requirements to all bases
- To update EGM required task and follow up as necessary for completion
- To assist EGM for any audit NCR tracking towards closure
- To assist EGM on AMO monthly department report

AMO Budget processing

- Assist EGM to prepare AMO yearly budget
- Keep track of AMO budget on monthly bases and prepare monthly report
- Liaise with Finance department on budget and expenditure matters
- Liaise with Supply Chain department on BRF process for all bases

AMO Personnel Claim processing

- Assist EGM to process travel, WOP,OT and any other expenses claims from all bases
- To coordinate with other relevant department to ensure all claims are paid in timely manner

New AMO Projects

- To assist EGM on ad hoc projects as required by the company
- To provide all information pertaining to new tenders as required from AMO department
- To keep track on any new project timeline for compliance

CAAM and other Airworthiness Authority Liaison

- Liaise with CAAM on matters related to Surat Pegawai Dagang – for the purpose of expatriate and Sabah Sarawak work permit or any other matter as applicable.
- Coordinate and assist all AMO engineers on matters relating to related license renewal with CAAM and other authorities
- Keep track of all matters pertaining to AMO approval validity with CAAM and other authorities as applicable
- To assist in submission of documents relating to regulatory requirements

AMO Organisational

- Keep track with AMO team career development program and other welfare issues
- Liaise with ESTD for coordination on training calendar for AMO team
- Liaise with HRA Talent department for coordination on training calendar for AMO team
- To coordinate with ESTD for AMO organisational training as set by EGM
- To ensure AMO departmental and individual KPI is tracked and progressed as per timeline given



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AMO Eng Adm lead

- To coordinate with Maintenance Administrators from all bases to ensure AMO daily administrative requirements are in order
- To formulate and upkeep AMO Administration Manual
- To ensure all AMO reports from respective bases Maintenance Administrators are updated on monthly basis
- To ensure 5S system is in place for AMO administration at all bases

C. POSITION SPECIFICATIONS

(Minimum requirement to competently perform the job, NOT the specifications of the person currently holding the position)

Academic qualifications & professional certificates :	<i>Essential</i> :	• Diploma holder in related field
	<i>Preferred</i> :	• Diploma Business Management, Secretarial Science, Aviation Management or Aircraft Engineering
Experience / exposure :	<i>Essential</i> :	• New graduates are encourage to apply
	<i>Preferred</i> :	• Minimum 1 year experience in related admin work

D. COMPETENCIES

Knowledge & skills required :	<i>General</i> :	<ul style="list-style-type: none"> • Able to create/change documents and information in Microsoft Word, Excel, Outlook, and PowerPoint. • Strong organizational and time management skills. • Proficient and accurate data entry skills. • Strong attention to detail. • Excellent problem solving skill. • Skillful in media editing
	<i>Technical:</i>	• To poses a valid driving license
Personal Attributes :		<ul style="list-style-type: none"> • Good communication and organization skills • Good spoken and written English and Bahasa Malaysia • Reliable and punctual. • Practise Discretion on all company matters and having a friendly, empathetic, sympathetic with reassuring demeanour. • Self Motivated and good leadership skills

E. KEY CHALLENGES

Working with the team from multiple locations via different communication platforms

F. DIMENSIONS / AUTHORITY LIMITS

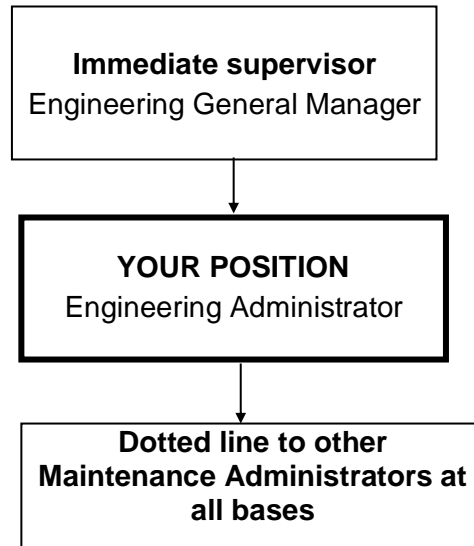
(e.g.: CAPEX, OPEX, revenue / budget)

Nil



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G. REPORTING STRUCTURE
(Direct report / superior / peers within department)



PREPARED BY:

Signature : _____
 Name : _____
 Date : _____

REVIEWED BY:

Signature : _____
 Name : _____
 Date : _____

APPROVED BY:

Signature : _____
 Name : _____
 Date : _____

ACCEPTED BY:

Signature : _____
 Name : _____
 Date : _____