

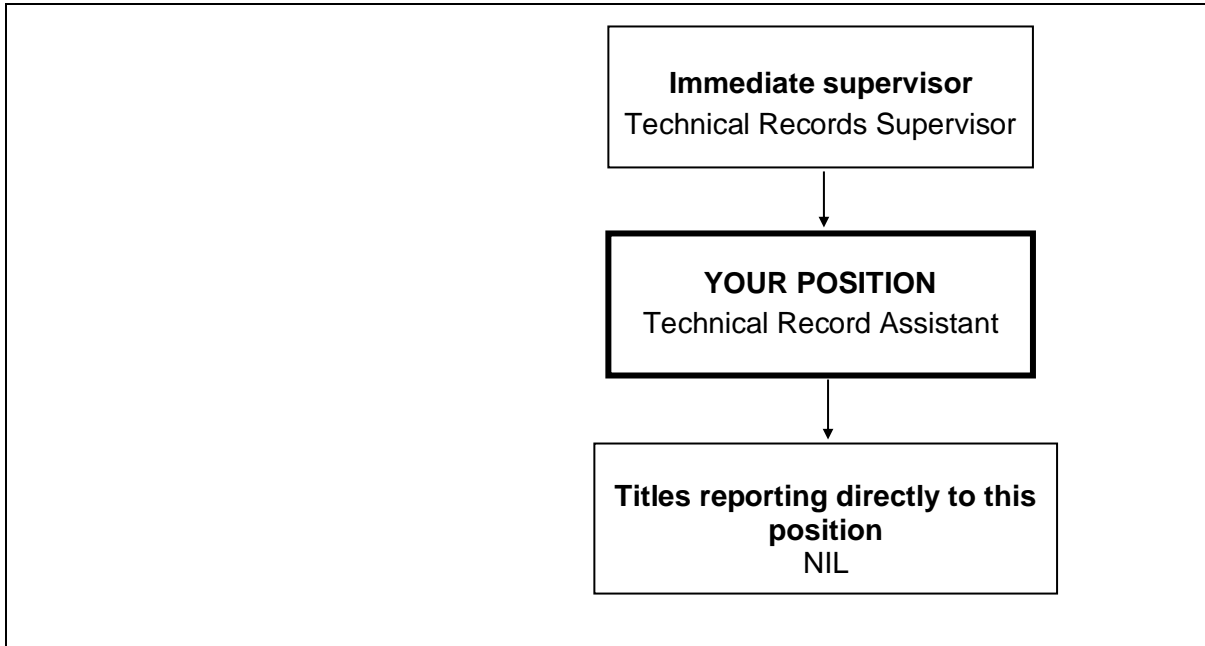


Revision Date:

Position Title :	Protégé Technical Record Assistant (TRA)	Job Grade :	
Division :		Department/Unit :	CAMO
A. JOB PURPOSE: <i>(Helps to define the purpose of the job)</i>			
Technical Record Assistant is responsible for assisting in to upkeep of all aircraft maintenance records in compliance with relevant civil aviation authority requirements.			
B. JOB SUMMARY/KEY RESPONSIBILITIES: <i>(Functions of positions – please provide 3 to 8 key accountabilities)</i>			
<ol style="list-style-type: none"> 1. Update aircraft maintenance schedules. 2. Monthly reporting and updates on scheduled inspections, etc. 3. Liaise with customers on all aircraft technical record matters. 4. Organizes the reports manages them and cooperates with other departments. 5. Provides assistance in managing office records. 6. Supervises and helps administration in maintaining records. 7. Ensure that all the documents are kept in order and safe. 			
C. POSITION SPECIFICATIONS <i>(Minimum requirement to competently perform the job, NOT the specifications of the person currently holding the position)</i>			
Academic qualifications & professional certificates :	<i>Essential</i> :	• Degree holder	
	<i>Preferred</i> :	• Degree in Mechanical / Techtronic / Electrochemical Engineering	
Experience/exposure:	<i>Essential</i> :	• Broad knowledge of and experience with the recordkeeping of aircraft maintenance	
	<i>Preferred</i> :	• Minimum at least 3 years experience in recordkeeping of aircraft maintenance	
D. COMPETENCIES			
Knowledge & skills required :	<i>General</i> :	• Able to create/change documents and information in Microsoft Word, Excel, Outlook, and PowerPoint.	
	<i>Technical:</i>		
Personal Attributes :	<ul style="list-style-type: none"> • Good to solve problems in all aspects. • Attention to detail. • Good organization skills and communication. • Good interpersonal and team player skills. 		
E. KEY CHALLENGES			
F. DIMENSIONS / AUTHORITY LIMITS <i>(e.g.: CAPEX, OPEX, revenue / budget)</i>			
G. REPORTING STRUCTURE <i>(Direct report / superior / peers within department)</i>			



Revision Date:



PREPARED BY:		REVIEWED BY:	
Signature	:	Signature	:
Name	:	Name	:
Date	:	Date	:
APPROVED BY:		ACCEPTED BY:	
Signature	:	Signature	:
Name	:	Name	:
Date	:	Date	: