



JOB DESCRIPTION – MRO Administrator – Administration Team

Reporting to: MRO Administrative Team Leader
Location: Avtrade Global HQ, Sayers Common, West Sussex

Function:

To assist the MRO Team with administration of aircraft component repairs, through approved suppliers, to maximise inventory availability and minimise cost. Assist with the management of suppliers, to ensure on time delivery and high service levels. To support both internal and external customer requirements.

Responsibilities:

- Liaise and build successful relationships with designated suppliers
- Raise repair orders on approved suppliers in accordance existing procedures
- Process quote approvals
- Effectively expedite and report on all open repair/sales orders, repair facility queries and customer cost approvals using specialised IT expediting system
- Ensure excellent Internal & external customer support is provided & MRO customers have all relevant data concerning repair & overhaul requirements
- Ensure repair quotations are recorded on the system and reviewed within existing processes and procedures
- Effective management of emails, ensure centralised repairs and individual inbox is cleared daily
- Produce and present various MRO reports including reports on order status, KPI's, supplier and customer performance
- Liaise with internal departments as the nature of the specific task may require
- Understand and adhere to Export Control regulations where relevant
- Assist the MRO Team with all tasks as required

Requirements:

- Experience in an administrative role gained within an office environment desirable
- Some experience of aircraft components highly advantageous
- Desire to learn and develop knowledge and skills within Maintenance Repair & Overhaul component management
- Analytical thinker with some experience in producing reports and evaluating data useful
- Good organisational and time management skills
- Numerate, accurate with good attention to detail
- Self-motivated, able to use own initiative and succeed in a busy environment
- Excellent communication skills at all levels, verbal and written
- Professional and confident telephone skills
- Ability to multi-task, prioritise, meet deadlines and KPI's
- Flexibility with working hours
- Ability to travel occasionally as and when required

- Good experience in Excel, Word and Outlook, with exposure to Aircraft parts databases such as Quantum highly advantageous
- Language skills desirable