



# ABSOLUTE AVIATION



## WE ARE HIRING

Join the team that drives Africa's fastest growing General Aviation company

Absolute Aviation provides a differentiated, customer-centric, turnkey solution to aircraft ownership and operation. Our mission is to remain with our valued customers for the duration of the aviation journey and ensure it is safe and memorable.

We offer career growth opportunities in a dynamic and exciting environment. We strive to build a connected company culture by encouraging transparent, trusting, and respectful relationships amongst colleagues.

Position: **QUALITY ASSURANCE ASSISTANT**

Entity: **ABSOLUTE SERVICE CENTRE - Lanseria International Airport**

**(Residing relatively close to the airport will be an advantage)**

<b><i>Required Qualification/s:</i></b>	<ul style="list-style-type: none"> <li>• Matric</li> <li>• Aviation related courses will be beneficial</li> </ul>
<b><i>Minimum Requirements (Mandatory for this position)</i></b>	<ul style="list-style-type: none"> <li>• Minimum 2 years' experience in an Aircraft Maintenance Organisation environment.</li> <li>• Minimum 1 years' experience in quality assurance.</li> <li>• Minimum 1 years' experience in working with the SACAA. Ability to professionally interact with the SACAA and other external stakeholders at high levels.</li> <li>• Experience in aircraft maintenance documentation.</li> </ul>
<b><i>Experience and Requirements:</i></b>	<ul style="list-style-type: none"> <li>• Self-starter with high energy and motivated toward self-study where needed.</li> <li>• Strong administrative skills.</li> <li>• High degree of accuracy and attention to detail.</li> <li>• Deadline and results orientated.</li> </ul>

AIRCRAFTSALES

FLIGHTSERVICES

AIRCRAFTPARTS

**SERVICECENTRE**

	<ul style="list-style-type: none"> <li>• Must be proficient in Microsoft Windows/Microsoft Office and a good instinct for computer software.</li> <li>• Must have exceptional verbal and written communication skills and be able to communicate professionally and fluently.</li> </ul>
<p><b>Key Responsibilities:</b></p>	<p>Quality management support:</p> <ul style="list-style-type: none"> <li>• Assist in the maintenance of the Quality Management System</li> <li>• Assist with compliance with aviation regulations and company policies</li> </ul> <p>Audit and Inspections:</p> <ul style="list-style-type: none"> <li>• Assist in the preparation for internal audits and inspections of aviation operations and maintenance.</li> <li>• Assist in the preparation for external audits by regulatory bodies.</li> </ul> <p>Documentation and Records:</p> <ul style="list-style-type: none"> <li>• Maintain accurate and up-to-date QA records and documentation.</li> <li>• Assist in the preparation of reports on QA activities and findings.</li> </ul> <p>Compliance Monitoring:</p> <ul style="list-style-type: none"> <li>• Monitor compliance with safety and quality standards.</li> <li>• Support the development of QA training materials..</li> </ul> <p>Continuous improvement:</p> <ul style="list-style-type: none"> <li>• Participate in continuous improvement initiatives within the QA department.</li> <li>• Assist in the analysis of QA data to identify trends and areas for improvement</li> </ul> <p>Aircraft compliance assistance:</p> <ul style="list-style-type: none"> <li>• CofR and CofA applications and administration</li> <li>• Applications and administration of various aircraft documentation and certificates.</li> <li>• Drafting, review and applications for AMPs and MELs</li> </ul>
<p><b>Application Closing Date:</b></p>	<p>30 August 2024</p>
<p><b>Forward CV's to:</b></p>	<p>Nisha Naidoo @ <a href="mailto:HR@absolute.co.za">HR@absolute.co.za</a></p> <p>EE Candidates/Candidates of designated groups are encouraged to apply.</p> <p>Applicants who have not received a response within 7 days from the closing date must consider their application unsuccessful.</p>