



Sling Aircraft (Pty) Ltd
Registration no 2002/022837/07
Approved Maintenance Organisation AMO1264
Manufacturing Organisation M677

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POSITION IS AVAILABLE FOR ONE AIRCRAFT DOCUMENTATION ADMINISTRATOR AT SLING AIRCRAFT, TEDDERFIELD AIRPARK

Key Responsibility Areas:

- Quotations & Invoices
- Ordering of required parts and consumables
- Customer liaison
- SACAA liaison
- Filling in aircraft logbooks
- Completing, submitting and following up on SACAA applications
- Completing, submitting and following up on ICASA applications
- Handling all warranty matters
- Compiling Non-Conformance Reports
- Creating job cards and updating aircraft logbooks (CRMA)
- Assist with implementing and training on new procedures
- Any other duties as may be instructed by a member of Company management.

Essential Requirements:

- Matric
- A minimum of 2 years' experience in an Approved Maintenance Organisation
- Excellent written and verbal communication skills due to continuous correspondence with customers of the company
- A high standard of professionalism is to be maintained at all times
- Strong organisational skills
- Sound knowledge of SACAA regulations and applications

Software Competencies:

- MS Office proficient (Word, Excel, Outlook, and PowerPoint)

Should you meet the criteria and wish to apply for this position, please email your CV to hr@slingaircraft.com by 22 August 2024. "Aircraft Documentation Administrator" must be included in the subject line of your email.

Successful candidates will be contacted by 27 August 2024.