



AT DIAMOND AIRCRAFT, WE COMBINE ATTENTION TO DETAIL WITH CUTTING-EDGE TECHNOLOGY AND PIONEERING INNOVATION. OUR DEDICATION TO THE QUALITY OF OUR ENGINEERING AND WORKMANSHIP MAKES OUR AIRCRAFT THE SAFEST IN THEIR CLASS.

TECHNICAL COORDINATOR

Location: Canada

As the Technical Coordinator you are responsible for supporting the AMO (Approved Maintenance Organization) in its daily functions to ensure efficient operations.

Responsibilities:

- › Manage schedules with AMO Leads & ACA's on hanger floor
- › Manage and coordinate all work orders and service orders
- › Ensure that the scope of work requested is detailed correctly
- › Perform initial setup of service orders in Navision
- › Coordinate "Inbound aircraft" have an acceptance inspection
- › Note defects, add to scope of work, and amend parts as required
- › Coordinate all appropriate work instructions and create work order packages
- › Ensure latest revisions of reference data is used
- › Perform aircraft specific historical research for status reports
- › Manage aircraft status reports for customers
- › Coordinate with the "Parts and Materials Coordinator" to ensure accurate invoicing
- › Ensure the proper fuel and TKS quantities are on service orders
- › Act as the primary person responsible for posting service orders and Invoices as required
- › Complete the final stage of submitting warranty claims
- › Ensure first stage has been completed correctly by staff on floor
- › Coordinate with multiple departments to ensure all required information is correct
- › Perform other duties as assigned

JOIN THE DIAMOND FAMILY!



Skills & Experience:

- › Knowledge of “NAVISION” or similar ERP programs
- › A strong Business Sense, and or previous education
- › Working knowledge of an Aircraft Maintenance Operation, and familiar with QA processes
- › Familiarity with aircraft and components
- › Strong customer relationship management skills
- › Knowledge of FAA / TCCA / EASA website and Airworthiness Directives
- › Familiar with Word, Excel, Outlook
- › Strong technical computer skills
- › Organized and able to work within a large team

Why Work For Us:

- › Comprehensive Benefit Plan
- › Shift Premiums
- › Employee and Family Assistance Program (EFAP)
- › Tuition Reimbursements
- › Employee Referral Program
- › Registered Retirement Savings Plan (RRSP) Program
- › Company Sponsored Social Events

JOIN THE DIAMOND FAMILY!