

Chair Airlines, founded in June 2019, connects Zurich with vacation destinations around the Mediterranean. The young, owner-managed Swiss airline employs 140 people in the cabin, in the cockpit and the head office.

For our team at the head office in Glattbrugg we are looking for a

Manager Material Management / Maintenance Officer on Duty (MOD) (fulltime)

The Manager Material Management / Maintenance Officer on Duty (MOD) is responsible for material procurement and management and technical support to the daily operations which includes but is not limited to:

Tasks and Responsibilities

Manager Material Management:

- Procure all components and material required by the maintenance tasks or arising defects including monitoring of parts consumption forecast
- Manage and track sale / loan / exchange parts orders and commercial conditions
- Monitor and manage all material supply contracts including pool contracts
- Monitor home base stock and parts consumption and any KPI arising from the material and supply contracts
- Manage and oversee the entire supply chain including liaison with external logistics partners
- Oversee custom clearance process
- Evaluate, select and manage material and logistic suppliers
- Support the invoice review and approval process
- Liaise with subcontracted CAMO organization, Planning and Maintenance Organizations in regard to material and supply chain requests
- Supervise the base maintenance events as Material Coordinator (if required)
- Support the NPCA and dNPCA in their function during tender processes related to acquisition of component and maintenance services.
- Perform and supervise periodical stock inventory and stock value review

Maintenance Officer on Duty (MOD) function:

- Ensure that maximum attention is given to the company On Time Performance
- Perform the overall coordination of technical issues received by phone call or ACARS, including coordination with OCC, Planning and Material Management
- Control, validate and challenge if required all delay code assigned to maintenance
- Review history of reported defects to ensure best corrective actions are taken to rectify the defect and activate troubleshooting department or subcontracted CAMO Service provider if/as required
- Support flying crew, contracted maintenance organizations and all other involved parties to ensure a smooth operation at all the times during the daily operations
- Ensure the Aircraft Systems and Cabin is maintained to the highest standard
- Ensure all tasks allocated in the working day are performed during the shift
- Attend Performance Meetings to ensure appropriate information distribution related to daily planning program

- Ensure with an efficient communication that NPCA and other relevant stakeholders are constantly updated about critical situation
- Support the NPCA and dNPCA in their function and perform other duties and/or back up functions that may be assigned

Requirements

- Excellent knowledge of engineering standards appropriate for an international airline
- Knowledge of aviation regulation (Part-M and Part-145)
- Airbus A320Fam general familiarization training course with 5 years of experience in a similar role or Part 66 AML (or equivalent), including type rating on A320Fam
- Knowledge of contract management and tendering processes
- Knowledge of logistics/supply chain and custom clearance processes
- Knowledge of material inventory and stock value
- Knowledge of fleet technical aspects and AOG recovery management
- Excellent Interpersonal and communication skills
- Excellent Crisis / Time management
- Team player and ability to settle conflicts
- Capability to work in shift patterns and cover stand-by duties
- Proficient knowledge of English language
- Knowledge of the relevant IT-systems

In addition, you bring the desirable characteristics below:

- Being familiar with the aviation industry and CAMO regulatory framework
- Several years of experience and deep knowledge of material management and fleet technical support
- Open mindset and target oriented
- Excellent communication skills

This attractive but challenging position inside our organization offers you an international working environment with openness to new ideas which are well-proven in practice. Creativeness leading to success within this role is welcoming. The competitive salary and fringe benefits build on candidate needs does roundup the position.

If you want to put your skills to the test from day one and love to work in a dynamic organization, then we look forward to receiving your CV to fly@chair.ch.