

## Job Title & Vacancy :

Hangar Administrative Specialist

## Personnel Qualifications:

IELTS 4.0 or TOEIC 500 above

## Internship Contents:

1. **Administrative and general affairs Management:** Interns will gain a comprehensive understanding of the operational processes within an aircraft maintenance hangar, enhancing their organizational, coordination, and communication skills.
2. **Documentation:** Develop expertise in documenting maintenance processes, and maintaining accurate records, all of which are essential for quality assurance and regulatory compliance.
3. **Teamwork:** Working closely with professional teams, including engineers, technicians and quality assurance personnel, to ensure smooth operations.
4. **Maintenance Management system:** Explore the ULTRAMAIN system, gaining insights into maintenance planning, control, and adherence to regulatory requirements.

Overall, this internship offers a unique opportunity to gain valuable experience in aviation maintenance, Hangar operation contributing to both safety and efficiency within the industry. These experiences will help interns strengthen their teamwork, technical problem-solving, and technical competencies, laying a strong foundation for their careers.