

Job Title & Vacancy :

Quality Assurance Specialist

Personnel Qualifications:

- IELTS score of 5.5 or TOEIC 550 above.
- Proficiency in office software, with a particular focus on “Excel” and “Word” functions
- Typing speed of 40 words per minute in Chinese and 20 words per minute in English or higher.

Internship Contents:

- Daily, weekly, and monthly business activities will include:
 - A. Collection of Service Provider maintenance data and technical documents.
 - B. Verify the Service Provider maintenance record and reports.
 - C. Assist Service Provider to apply for authorization and renew certificates
 - D. Archiving and digitization of departmental documents.
 - E. Project data collection and tracking and communication with maintenance organization personnel to ensure the project operation smoothly
- Throughout the one-year internship, you will acquire the following aviation-related expertise:
 - A. Gain experience documenting processes and maintaining record keeping.
 - B. Gain experience of reports preparing in accordance with quality assurance and compliance requirements.
 - C. Understand the Service Provider application and control procedures to comply with airworthiness requirements.
 - D. Understand quality control system to improve the quality manuals and safety requirements
 - E. Gain experience of teamwork and coordinate with engineers, technicians, and maintenance personnel to ensure smooth operations.

We offer an enriching internship experience for those who meet the qualifications and are eager to learn and contribute to the field of aviation.