

Job Title & Vacancy :

Compliance Management 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

Internship Contents:

- Daily, weekly, and monthly business activities will include:
 - A. Collection of maintenance data and technical documents.
 - B. Verify the maintenance record and reports.
 - C. Archiving and digitization of departmental documents.
 - D. Check the manuals, procedures and data compliance with regulations.
 - 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 relevant technical documents to compliance with the airworthiness.
 - 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.