



Job Title: Records & Technical Monitoring Representative

Department: Technical Services

FLSA Status: Exempt

Location: Coconut Creek, FL

Summary:

The position requires the oversight and tracking of Company owned and managed engines for monthly reporting. Additional tasks required by the holder of the position are the monitoring and documenting of the storage and preservation status of Company owned or managed stored engines and working with the shops on preservation renewals. The position also requires management of Company Owned Property located at vendor facilities. Tasks will also include oversight and tracking of company owned and managed engines transport stands along with organizing repairs / inspections at various shops along with stand /parts purchasing duties. Will need to also support Logistics group on weekend coverage from time to time.

Responsibilities:

- Review and audit of Company owned and managed engines when shop visits occur. Provide monthly updates for Managed Engine programs.
- Review, audit, and complete data entry for Company owned stands and lease stand programs.
- Monitor and manage Engine Storage and Preservation status of Company owned and managed stored engines.
- Organizing repairs / inspection of company owned and managed engine stands along with stand purchasing duties.
- Monitor Company Owned Property (COP) located at vendor facilities. Provide updates to Inventory Controller as required.
- Support Logistics group on weekend coverage as needed.
- Other tasks as directed by VP Managed Engines and Logistics

Requirements:

- 5 years in large commercial engine maintenance / storage practices and associated record keeping.
- Significant knowledge of engine maintenance programs, engine repair, engine overhaul contracts, engine invoicing and engine recordkeeping.



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- Experienced in the review of Airworthiness Directives, Service Bulletins and OEM Engine Manuals.
 - Experience and familiarity with the Company portfolio engine models.
 - Experience with various engine transport stands.

Travel/Misc.:

- Minimal

Apply:

Attach resume and send it to joinus@willislease.com. Please reference job title.