

WILLIS LEASE FINANCE CORPORATION
Job Description

Job Title Technical Records Coordinator

Department Technical Services

FLSA Status Exempt

Location Various

Summary

The Technical Records Coordinator acts as the liaison between the Lessee and WLFC Technical personnel throughout the engine lease return process. The essential function of the position is to ensure the customer's contractual obligations are fulfilled with respect to technical records. This position requires periodic travel to the Lessee's location to complete the required tasks on-site.

Responsibilities

1. Review Lease Agreements and engine technical documentation and prepare summary listings of the requirements for the redelivery of company leased assets.
2. Engage and maintain contact with the respective Lessees, provide the technical requirements, and assist with the customer's technical records-related queries throughout the lease return process.
3. Procure and review all mid lease and lease-end technical documentation to ensure accuracy, completeness and compliance with all Airworthiness Authority and company requirements.
4. Perform technical documentation discrepancy resolution between WLFC and the operator during the lease return process and/or mid lease audit.
5. Provide availability of records by managing the WLFC marketing platform (FLYdocs) during the lease return process.
6. Maintain the integrity of WLFC assets by conducting onsite records audits.
7. Other duties as required.

Requirements

1. Minimum 5 years experience in the areas of engine or aircraft technical records within an aviation leasing company, airline and/or engine repair facility.
2. Knowledge of FAA and EASA Airworthiness requirements and manufacturers Airworthiness Limitations.

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3. Minimum of three years aviation field experience in a maintenance or engineering capacity.
4. Familiarity with operators' maintenance programs, MRO (Part 145) Quality Assurance Procedures, and manufacturers maintenance planning documents and planning guides.
5. Preferable experience with a minimum of three of the following engine models: CF34-10's, CFM56's, CF6's, GEnx, LEAP, GE90, PW4000's, V2500's.
6. FAA A&P or EASA equivalent certificate or licenses a plus.
7. Ability to manage multiple projects.
8. Must be able to communicate both verbally and written effectively.
9. Knowledge of foreign languages a plus.
10. Proficiency in Microsoft Word, Excel, Outlook and basic understanding of Cloud based file sharing mandatory.
11. Ability to adapt, comprehend, and utilize numerous aviation-related programs.

Travel

Occasional

Apply

Attach resume and e-mail to joinus@willislease.com. Please reference job title.