

Junior Certification Office Administrator

Lanseria International Airport

We are looking for two (2) dynamic individuals to join our design organisation team at Century Avionics CC based at Lanseria International Airport. In this role, you will provide proactive and efficient administrative support.

Contract Type:	Permanent
Salary:	R 8000.00 monthly
Availability:	Immediate
Contact Details:	admin@centuryavionics.co.za

Requirements:	
(a)	Senior Matric Certificate
(b)	MS Office proficient.
(c)	English and Afrikaans speaking.
(d)	Great attention to detail.
(e)	Problem-solving.
(f)	Effective time management and multi-tasking.
(g)	Strong verbal and written communication skills.
(h)	Maintaining and improving office systems.
(i)	Own transport essential.
(j)	Experience in Microsoft Visio an advantage.
(k)	Any additional technical qualifications or previous experience will also be an advantage.

Key Job Responsibilities:	
<i>The Design Administrator (DA) shall comply with all aspects of our organisations design control, planning and administration in the following manner:</i>	
(a)	Be responsible for the configuration and control of documents during the design process.
(b)	Keep track of all drawings during the design process via methods of document tracking for ease of access by all staff working on the design project.
(c)	Be responsible to support continued airworthiness of components and products.
(d)	The Design Administrator shall ensure that all airworthiness data is kept up to date by the revision services that this Design Organisation subscribes to.
(e)	Filing, both electronic and printout (hard copy).
(f)	Assist in the compilation of drawings designed by the Design Engineer(s).
(g)	Assisting the QAM (Quality Assurance Manager) with administrative duties.
(h)	Archiving and updating archive records.

* Applications close: Friday 2nd August 2019.