

Aircraft Maintenance Mechanic

Qualifications

1. Form 5 or having attended an approved technical institute or completed an approved apprenticeship preferable but not a must
2. At least two (2) years' proven working experience in aircraft maintenance
3. Driving license of class 1 & 2 a must, with class 18 or 19 an advantage
4. Mature in nature, good communication and interpersonal skills, good attitude while handling with customers
5. Good quality, safety and airworthiness mindset with the ability to drive changes and achieve continuous improvement
6. Proactive, customer focused and business minded
7. IT knowledge an advantage

Responsibilities

1. Performing day to day aircraft maintenance operations in Line Maintenance and other duties
2. Following safety procedures and regulation and that they are adequately equipped to do their work
3. Up-keeping of the department facilities, equipment, tools and vehicles
4. Ensuring all paper work and messages are completed
5. Performing other duties as assigned by his/her direct superiors

Senior Aircraft Maintenance Mechanic

Qualifications

1. Form 5 or having attended an approved technical institute or completed an approved apprenticeship preferable but not a must
2. At least five (5) years' proven working experience in aircraft maintenance
3. Driving license of class 1 & 2 a must, with class 18 or 19 an advantage
4. Mature in nature, good communication and interpersonal skills, good attitude while handling with customers
5. Good problem solving and leadership skills to supervise the mechanics
6. Good quality, safety and airworthiness mindset with the ability to drive changes and achieve continuous improvement
7. Proactive, customer focused and business minded
8. IT knowledge an advantage

Responsibilities

1. Performing and monitoring mechanics for day to day aircraft maintenance operations in Line Maintenance and other duties
2. Ensuring staff under his/her control observe quality, safety and airworthiness procedures and regulation and that they are adequately equipped to do their work
3. Up-keeping of the department facilities, equipment, tools and vehicles
4. Ensuring all paper work and messages are completed
5. Performing other duties as assigned by the Aircraft Maintenance Supervisor or his/her direct superiors

Assistant Aircraft Maintenance Mechanic

Qualifications

1. Graduated in THEi/IVE or relevant vocational institutes preferable
2. Having completed technical training in an approved institute or some working experience in aviation or aircraft maintenance
3. Driving license of class 1 & 2 an advantage
4. Good quality, safety and airworthiness mindset with the ability to drive changes and achieve continuous improvement
5. Having completed technical training in an approved institute or some working experience in aviation or aircraft maintenance
6. Proactive, customer focused and business minded
7. IT knowledge an advantage

Responsibilities

1. Performing day to day aircraft maintenance operations in Line Maintenance and other duties under supervision
2. Following safety procedures and regulation and that they are adequately equipped to do their work under supervision
3. Up-keeping of the department facilities, equipment, tools and vehicles
4. Ensuring all paper work and messages are completed
5. Performing other duties as assigned by his/her direct superiors

Accounting Officer / Senior Accounting Officer

Qualifications

1. Degree holder or above in Accounting or relevant disciplines
2. Student member of HKICPA/ACCA/CPAA preferred
3. Minimum 3 years relevant working experience in accounting/finance/audit.
4. Mature, hardworking, self-motivated, able to work independently under pressure, meet tight deadlines and overtime
5. Detail oriented, self-motivated, with strong sense of commitment, able to work independently and under pressure to meet tight deadlines
6. Well organized, with good interpersonal & communication skill
7. Good command of both spoken and written English and Chinese
8. Proficient in PC knowledge, e.g. MS Word & Excel
9. Candidates with more experience will be considered for Senior Accounting Officer

Responsibilities

1. Handling accounting duties, billing and accounts payable
2. Performing data entry & regular data updates with excellent accuracy
3. Preparing and supporting month-end, quarter-end and year-end closing, accounts reconciliation, bank reconciliation, accounting schedules and breakdown
4. Coordinating with various departments to make sure timely month-end closing
5. Assisting in preparation of budget and forecast
6. Handling financial reports, management reports, schedules, reconciliation and performing financial analysis
7. Liaising with banks, external auditors and regulators for annual auditing, tax filing and other compliance requirements
8. Handling routine accounting operations, including data input for daily transactions, A/R, issuing invoices, monthly stock take and reconciliation, doc filing, preparing statement of accounts, etc.
9. Handling any finance related tasks to be assigned by supervisor from time to time
10. Carrying out other duties, ad-hoc assignments and projects as assigned by his/her supervisors Assistant Accounting Officer

Aircraft Maintenance Engineer

Qualifications

1. Degree/ diploma or above in relevant engineering/ aviation subjects or Hong Kong CAD HKAR-66 AML in Cat. B1.1 or B2 or equivalent (with at least 3 type ratings).
2. At least eight (8) years' aircraft maintenance experience including 3 years aircraft certifying experience in Line Maintenance environment.
3. Holder of A350, A380, B787, B744 or B777-200/300ER type ratings an advantage.
4. Good command of both written and spoken English and Chinese.
5. Willing to work out-station or take up riding duties if necessary.
6. Proactive, mature in nature, independent, self-motivated, customer focused and business minded. A good team player with excellent communication, people management and facilitation skills with the ability to drive changes and achieve continuous business improvement.
7. business improvement.
8. Driving license of class 1 or 2.

Responsibilities

1. Carrying out aircraft maintenance and certification.
2. Ensuring all signed Technical Logs and documents are completed correctly in accordance with airlines handling procedures, LMOPM and EASA/ UKCA standard.
3. Liaising with the maintenance/engineering departments of airlines and/or engine or airframe representatives to solve technical problems.
4. Supervision of supervisors/senior mechanics/mechanics while performing aircraft maintenance at the apron, in the aspects of airworthiness and safety
5. Appropriate reporting of accident/incident occurred to customer airlines/MQS/LMM/OC.
6. Carrying out duties as assigned by the Operations Controller or his/her superiors.

Store Officer

Qualifications

1. Form 5 or above, diploma an advantage
2. At least one (1) year working experience in logistics, warehousing, storekeeping or aviation related distribution/logistics operation
3. IATA Dangerous Goods Regulations (DGR) certification preferable; knowledge in dangerous goods handling an advantage
4. Good command of both written and spoken English and Chinese
5. Mature in nature, good communication and interpersonal skills, good attitude while handling with customers
6. Good quality, safety and positive mindset to drive changes and achieve continuous improvement
7. IT knowledge a definite advantage
8. Driving license of class 1 & 2

Responsibilities

1. Safety, Cleanliness and Security in Tool Room & Stores - Keep safe and maintain full time security of all company properties and customer airlines properties
2. Safety, Cleanliness and Security in Tool Room & Stores - Close and lock tool room and all stores (Bonded, Quarantine & D.G.) when not attended
3. Safety, Cleanliness and Security in Tool Room & Stores - Maintain the tool room & stores an acceptable environment (Temperature and Humidity) requirement complying with HKAR/SAR/EASA-145 Requirement, with reference to general storage standards, such as CAIP
4. Safety, Cleanliness and Security in Tool Room & Stores - Ensure the fire-fighting equipment and smoke detection system in tool room and stores are in a serviceable condition
5. Control and Record of Property in Tool Room & Stores - Control and record all the company and airline properties in tool room and stores (the control & record of every item includes data whatever applicable during receiving, stocking, dispatching and issuing of tools, spare parts and consumable)
6. Miscellaneous - Inspect, replenish and control of company first aid box
7. Miscellaneous - Act as company First Aider in case of staff injury and maintain his/her First Aid Certificate from time to time by attending first aid refresher courses
8. Miscellaneous - Assist Maintenance Controller at night shift when required
9. Miscellaneous - Escort company guests when required
10. Miscellaneous - Carrying out duties as assigned by Operations Controller or his/her superiors

Quality & Safety Engineer (QSE)

Qualifications

1. Tertiary education with relevant university degree / diploma an advantage
2. Appropriate recognized professional qualification such as ICAO standard license, e.g. a valid HKAR-66 AML or its equivalent, endorsed with appropriate aircraft and engine type ratings preferred; or relevant quality assurance experience in aircraft maintenance of at least 3 years
3. Driving license with airport operations experience an advantage
4. Good command of written and spoken English and Cantonese; fluent Mandarin an advantage
5. A good team player with excellent communication, people management and facilitation skills with the ability to drive changes and achieve continuous business improvement
6. Proactive, customer focused and business minded

Responsibilities

1. Conducting audits in accordance with the established quality audit programme, and ensuring that any observed non-compliance or sub-standards are brought to the attention of the person concerned via his/her manager, with a timescale for remedial action to be completed.
2. Assessing sub-contractors for extension of the quality system and maintaining the expertise necessary to be able to do so, to fulfill the relevant national aviation authorities' requirement.
3. Assessing external specialist services required to be used by the company in the performance of maintenance.
4. Assessing suppliers of new and used components, and materials, for satisfactory product quality in relation to the needs of the organization.
5. Ensuring the Maintenance Organization Expositions and associated procedures manuals are up-to-date with the relevant national aviation authorities' requirements.
6. Maintaining mandatory records relative to airworthiness requirements and such other records and statistics as may be required.
7. Ensuring the appropriate airworthiness standards and requirements relative to supply, storage and issue of aircraft parts and materials are complied with, including responsibility for inspection of bonded and quarantine stores and associated stores inspection procedures.
8. Conducting investigations of all Incident / Accident reports in regards of airworthiness requirements and/or customer concerns.
9. Conducting surveillance audits on the company, its facilities or other agent facilities to ensure that company and regulatory standards are maintained.
10. Handling the application and issuance of the Certification Authorizations for qualified certifying staff.
11. Ensuring the upkeep of current manuals and technical literature; and the issuance of technical circulars and distribution of technical data.
12. Ensuring the training and continuation training for all technical staff are in compliance with the relevant aviation authorities' requirements.
13. Sourcing of external training service providers and organizing training cost-effectively.

Maintenance Controller

Qualifications

1. Form 5 or above, diploma in related industry or experience in aviation field an advantage
2. Driving license of class 1 & 2 an advantage
3. Good command of both written and spoken English and Chinese
4. Mature in nature, good communication and interpersonal skills, good attitude while handling with customers
5. Proactive, able to handle various tasks under high working pressure, customer focused, business minded and "outgoing" personality
6. Good quality, safety and positive mindset to drive changes and achieve continuous improvement
7. IT knowledge an advantage

Responsibilities

1. Job planning and control Updating and maintaining aircraft flight schedules according to telex/message provided by customer airlines Updating and informing all parties concerned of the flight movement changes
2. Aircraft handling record and related documentation Collecting and keeping order on all aircraft handling record, reports, and technical documents including aircraft handling form, tech log pages, c sheets, work cards and fuel receipt. Ensure all paper work are signed and stamped as required Packaging all required documents with aircraft handling form and send to Account for billing process
3. Effective internal and external communication/coordination Acknowledging all "IN" message and elaborate to all concerned person or parties Coordinating with AA and customer airlines as necessary Following up communication procedure and required as stated in customer airlines station/technical handling manual Sending debrief telex as per customer requirement
4. Control system in Maintenance Control Center (MCC) Ensuring all office equipment in MCC are functioning normal Ensuring all keys of GSE are kept properly when not in used, and user's driving licenses are kept properly while GSE are being used
5. Others Carrying out duties as assigned by his/her direct superiors

Cabin Cleaner

Qualifications

1. At least two (2) years' proven working experience in cabin cleaning
2. Mature in nature, good communication and interpersonal skills, good attitude while handling with customers
3. Good quality, safety and airworthiness mindset with the ability to drive changes and achieve continuous improvement

Responsibilities

1. Cleaning the seats, Meal tray tables, the galleys, lavatories and collection of rubbish; Supplying of materials for the cabin, e.g. blanket, magazine, cushion headrest cover.

Commercial Services Officer

Qualifications

1. Diploma or equivalent or above
2. At least one (1) year's relevant working experience in commercial services and contract management or similar commercial activities; experience in airport ramp operation and aircraft maintenance services an advantage
3. Proficient in computer software, including MS Excel and MS PowerPoint
4. Basic practical knowledge and skill in commercial operation. Be capable in preparation of reports and documents, etc.
5. Good command of written and spoken English and Cantonese; Mandarin an advantage
6. A good team player with good communication skill and continuous business improvement mindset
7. Proactive, willing to help in problem solving, customer focused and business minded

Responsibilities

1. Assisting in RFP process, services performance measurement reporting and aircraft handling form/job completion form vetting process in PAPAS Integ Billing System (PIBS).
2. Administering contract and market database, customers' feedback monitoring and investigation
3. Assisting in monitoring contractual commitments and new customers' requirements to match resources planning
4. Analyzing cost and revenue of customers' contracts and new customers' requirement to optimize profitability
5. Supporting ACSM in new project handling and future business development
6. Coordinating between Commercial Team and other parts of the Company
7. Performing other duties as assigned by his/her direct superiors and the Company