VACANCY AVAILABLE

MAINTENANCE ADMINISTRATOR

RAND/LANSERIA AIRPORT

Please note this advertisement is open to Internal and External applications

DATE POSTED: 2026/11/05 - CLOSING DATE: 2026/11/12



To provide administrative support to the helicopter maintenance operation, with particular responsibility for estimates, job cards, job costing and invoicing.

KEY RESPONSIBILITIES:

- Assist with preparing customer estimates using inspection findings, maintenance requirements and information supplied by engineers and supervisors.
- Coordinate with stores and suppliers to establish parts availability, lead times and pricing.
- Open and maintain job cards against approved estimates.
- Ensure labour hours, parts, work instructions and other relevant information are accurately captured.
- Check completed work packs and costing documentation against job cards and approved estimates.
- Assist with invoice processing, ensuring that labour, parts, additional charges and applicable travel costs are correctly accounted for.
- Maintain accurate records of estimates, job cards, revisions and associated documentation.
- Follow up on outstanding information and coordinate with engineers, supervisors, stores and other relevant personnel.
- Provide general administrative support to the maintenance operation as required.

REQUIREMENTS:

- Grade 12
- Experience with estimates, job cards, costing or invoicing in a aviation, engineering or technical environment would be advantageous.
- Good computer literacy and numerical accuracy.
- Strong organisational skills and attention to detail.
- Ability to manage deadlines, follow up on outstanding work and work independently.
- Good communication skills and the ability to work effectively with a team.
- A methodical, responsible and practical approach to work.

Experience in an aircraft maintenance environment and familiarity with maintenance management systems will be an advantage.

READY TO TAKE OFF?

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