



The Company

Headquartered in Dublin, Ireland and with a professional support team positioned globally, Killick Aerospace is a distributor of New and Used Aircraft Parts, Aircraft Engines and related equipment to a customer base of Commercial Aircraft Operators and Maintenance Providers globally.

Recently relocated to a new 40,000 square foot facility in Dublin, we are currently seeking a Repair Administrator to join our Repairs Team. The primary responsibility of the role is to ensure customer satisfaction through time efficient management of Killick Repair Orders

Killick Aerospace currently utilizes Quantum Control (ERP), Salesforce (CRM) and multiple other peripheral systems. The Company is ASA-100 and AS9120 accredited.

The Position

Reporting to the Component Repairs Manager, this is a busy role and provides for day-to-day direct contact with Killick's Product Line Managers, Sales Staff, Accounting Staff and Repair Management teams.

Primary areas of responsibility:

- Raising repair orders, managing the pre-notifications to repair vendors.
- Chasing repair vendors for updates.
- Handle emails and regular communications with suppliers.
- Working to strict industry quality conditions - full training will be provided.
- Ensure that all records are maintained in Quantum.
- Prepare and produce reports.



The Candidate

The ideal candidate will be pro-business and take a hands-on approach to understanding the needs of the business and will proactively engage with our Repair Vendors to improve customer turn times.

Requirements

The candidate will ideally have a background in aviation materials supply or a related field.

A high level of competency in Microsoft Excel and PowerPoint.

The candidate should be highly organized, detail oriented and have excellent written and verbal communication skills and the ability to work in a fast-paced and evolving business environment.

The candidate should have the flexibility and the availability to work outside of normal business hours as needs dictate. Occasional business travel is required.

Salary and other benefits will be commensurate with the experience of the selected candidate.