

Job Title: Technical Records Consultant / Technical Officer

Location: Thane & Delhi

Experience: 3+ Years

Education: BE / B.Tech in Aeronautical Engineering, Aircraft Maintenance Engineer (AME), B.Sc. in Aeronautical / Aviation / Aerospace

Industry: Aviation

Role Overview

We are seeking an experienced **Technical Records Consultant / Technical Officer** with a strong background in **Aircraft Technical Records Management, Leasing Support, and Regulatory Compliance**. The ideal candidate should have hands-on experience in AMOS, PLM, and Airbus NAV, with strong understanding of aircraft maintenance documentation, compliance standards, and lease transition processes.

Key Responsibilities

Technical Records & Documentation

- Manage and maintain aircraft technical records in accordance with DGCA/EASA/FAA regulations.
- Review and validate records including OCCM, LDND, Hard Time (HT) components, LLPs, AD/SB compliance, QEC build records, and maintenance logs.
- Ensure accurate classification, indexing, and retrieval of aircraft documents for audits and inspections.
- Maintain digital and physical records in line with OEM, Lessor, and Regulatory requirements.

Lease Transition & Compliance

- Support aircraft induction, redelivery, and lease return projects by preparing and auditing required technical documentation.
- Assist in record compilation, gap analysis, and rectification of discrepancies for smooth transition and delivery.
- Ensure compliance with DGCA, GCAA, FAA, EASA, EU-GDPR, and organizational MOE/TPM procedures.
- Coordinate with lessors, MROs, OEMs, and CAMO teams for regulatory and compliance documentation.

Inventory & Material Management

- Support material planning, logistics, and supply chain activities for aircraft components.
- Maintain records and traceability for rotables, consumables, and components.

- Collaborate with engineering and stores for material provisioning and lifecycle documentation.

Safety & Quality

- Ensure adherence to Safety Management System (SMS), audit requirements, and hazard reporting processes.
- Participate in internal/external audits and contribute to continuous improvement practices.
- Support quality and compliance initiatives across engineering and maintenance operations.

Digital Tools & Systems

- Utilize AMOS, PLM, Airbus NAV, and MS Office tools for data entry, record processing, and reporting.
 - Assist with digital transformation of technical records and document management systems.
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Skills & Competencies

- Strong understanding of aircraft maintenance documentation, compliance, and regulatory frameworks.
 - Proficiency in AMOS, PLM, Airbus NAV, and MS Office applications.
 - Excellent analytical skills with attention to detail and accuracy.
 - Strong communication, stakeholder coordination, and audit support skills.
 - Ability to manage confidential records following EU-GDPR and aviation compliance standards.
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Preferred Background

- Prior experience in **CAMO, MRO, Leasing, or Airline Technical Services**.
- Exposure to aircraft delivery/redelivery projects and lessor audits.
- Knowledge of commercial aviation components, supply chain, and logistics.