



## **Job Vacancy Announcement**

**Position:** Compliance Assistant

**Location:** Littleton, Colorado and Wichita, Kansas

**Posting Date:** December 1, 2009

### **Job Summary**

- The Compliance Assistant is an entry level position in the Avtrak Operations Departments (both Denver and Wichita). This position may occasionally be filled with an Intern.

### **Responsibilities**

- Support the Operations Department by assisting with the clerical requirements associated with Standard Service management, including, but not limited to scanning, copying, faxing aircraft documents.
- Assist with aircraft enrollments into the GlobalNet system.
- Assist compliance specialists in the building, editing, auditing, and maintenance of master data in the GlobalNet system.

### **Requirements**

- Computer experience, specifically in data entry is required.
- Experience with aircraft compliance duties, including assisting in aircraft records audits, AD and SB research, is desired.
- Experience with Microsoft Word and Excel a plus.
- Must be able to effectively communicate with employees and customers of varying education levels.
- Must be a highly organized person who can work on numerous projects at once and who can prioritize his/her workload.

### **Benefits**

- Avtrak offers a competitive salary and a comprehensive benefits package, including medical, dental, vision, life insurance, disability, 401(k) with match, and an employee incentive program.

Qualified candidates should submit cover letter/resume, along with salary history/requirements to:

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### **Avtrak Mission Statement**

*"To be the globally recognized benchmark in aviation maintenance compliance and support services through visionary product development, unrivaled technical expertise, product flexibility, and unparalleled attention to customer service."*