



Job Vacancy Announcement

Position: Senior Compliance Specialist (2 vacancies)

Location: Littleton, Colorado and Wichita, Kansas

Posting Date: October 23, 2007

Job Summary

- The Senior Compliance Specialist is responsible for all direct customer support activities relating to the enrollment and ongoing support of aircraft enrolled in Avtrak's GlobalNet system.

Responsibilities

- Perform and/or supervise aircraft enrollments into the GlobalNet system.
- Provide Standard Level service, following Avtrak's "Gold Standard" of service.
- Build, edit, audit and maintain master data for the GlobalNet system.
- Perform aircraft record audits, including FAR 135 conformity audits.

Requirements

- Five years aviation maintenance experience. A&P certificate is a significant asset.
- Experience with aircraft compliance duties, including aircraft records audits, AD and SB research, interpretation and application are required.
- Familiarity with FAA regulatory documents and procedures is required.
- Computer experience, specifically in data entry is required.
- 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."