



## **JOB DESCRIPTION**



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|------------------------|-------------------------------|
| <b>Job Title</b>       | Repairs Administrator         |
| <b>Employment Type</b> | Permanent – 6 month probation |
| <b>Department</b>      | Operations                    |
| <b>Reports to</b>      | Repairs Manager               |
| <b>Location</b>        | <b>Irving, Texas</b>          |
| <b>Start Date</b>      | TBC                           |

### Company Profile

EirTrade Aviation Ireland Limited is an aviation asset trading and management company. Founded in 2010, EirTrade provides specialist services to the airline and aircraft leasing community worldwide.

With operations in Ireland and the US, EirTrade’s role is to optimise Client Asset Value through a variety of services, including:

- Technical Storage
- Consignment Programs
- Technical Services – Back to Birth & Current Market Asset Valuations
- Engine, Aircraft and Parts Trading
- Aircraft Storage and Disassembly
- End of Life Program Management

### Job Summary

The company is experiencing dynamic growth and is constantly evolving within a competitive marketplace. The repair function is critical to ensure the sales team have material to sell to achieve EirTrade’s ambitious growth targets.

Reporting to the Repairs Manager, the Repairs Administrator is responsible for the efficient handling of, repair orders, reports, queries and ensuring our third-party repair vendors meet deadlines. The candidate will add strength and experience to our existing team and must possess excellent business development and communication skills with the ability to deal with internal and external clients and ensure EirTrade standards are adhered to and improved on.

### Responsibilities

- Maximize customer and partner relations, ensure customer satisfaction with superior pre- and post-sales support.
- Contribute to building a solid sales pipeline and ensuring third-party repair vendors meet deadlines.
- Making accurate, rapid price calculations and provide quotes to internal customers in accordance with EirTrade processes.
- Measure key metrics for your vendor accounts encouraging them to continuously improve.
- Contribute to Repair team meetings and strategic decision formulation.
- Liaise with other departments such as Operations, Repairs, Asset Management, Commercial Management, Finance and Technical to ensure adherence procedures.
- Processing a high volume of repair orders and purchase orders.



- Liaise with vendors, daily and weekly on current repairs and target completion dates.
- Supporting the operations team to help reach the team's objectives
- Making and taking phone calls from customers and important feedback from them to internal stakeholders.
- Responding to a high volume of queries in a pressurized environment.
- Maintain, create, update and measure daily and weekly repair and sales reports.
- Produce and distribute weekly inventory reports for online portals and advertising.
- Ad-hoc duties and tasks in the context of an expanding company.

#### **What we are seeking**

- Significant experience in an administrative or sales background with demonstrable attention to detail.
- Aviation sector experience desired but not essential.
- Proven ability to work in a fast-paced environment handling multiple tasks and taking ownership end to end.
- Self-motivated and self-driven, possess excellent verbal and written communication skills and enjoy working as part of a small entrepreneurial team.
- Capacity to apply common sense and pragmatism as required.
- Demonstrate behaviour in accordance with EirTrade business ethics and protection policy in all company business dealings and decisions.
- Experience working with different time zones and ability to manage geographic challenges.
- Excellent numerical ability and attention to detail.
- Excellent IT skills essential and experience using Quantum Control desired but not essential.

#### **What you will get in return**

- A competitive compensation package.
- A collaborative and forward-thinking working environment.
- Ongoing training and professional development.
- Opportunities to learn in an exciting industry with an expanding organization.

If you are interested in this role, please provide your resume and a brief cover letter to [career@eirtradeaviation.com](mailto:career@eirtradeaviation.com)