

Union Aviation provides a wide range of business aviation solutions in aircraft sales and acquisitions, aircraft management, and charter sales delivering outstanding service to its clients.

Our fleet: Embraer Legacy 600 / 650, Gulfstream 450, Bombardier Global Express / Challenger 604 and Embraer Lineage 1000.

Employees are our most valuable asset and therefore we are looking for highly motivated, educated, and talented individuals to join our team as a **AIRWORTHINESS COORDINATOR (INTERNSHIP)**.

AIRWORTHINESS COORDINATOR (INTERNSHIP)

JOB SUMMARY:

- ◆ This internship provides valuable hands-on experience and an opportunity to apply academic knowledge in a real-world setting.

RESPONSIBILITIES:

- ◆ Maintain communication with a Flight Crew and register Flight Crew observations;
- ◆ Assist the Airworthiness Engineer with compiling a draft of maintenance project work scope, preparing and issuing a Work Order, Service Order, Purchase Order;
- ◆ Coordinate the planning of performance of Scheduled Maintenance Tasks in accordance with their due date;
- ◆ Assisting in check and review of complete Work Package issued by a Maintenance Provider;
- ◆ Assistance in planning of aircraft maintenance requirements, including Phase Packages, APU Requirements, Engine Requirements, Component Limited Requirements, Out-of-phase Requirements, Authority Requirements;
- ◆ Assist the Airworthiness Engineer with checking and reviewing the Approved Maintenance Program (AMP);
- ◆ Ensure the correct synchronization of the aircraft's utilization from the LEON Software to the CAMP System;
- ◆ Collaborate with team members on assigned projects or initiatives.

REQUIREMENTS AND QUALIFICATIONS:

- ◆ Permit to work in Latvia;
- ◆ Year 2 or Year 3 student of relevant Bachelor programme;
- ◆ Fluent Latvian and English;
- ◆ Attentiveness and effortfulness in work;
- ◆ Knowledge of Office;
- ◆ Willingness to learn and work with various computer applications and databases.

Please send your application with the picture to HR Manager:
jje@unionaviation.aero



OUR OFFER:

- ◆ Friendly colleagues and team activities, the best technical equipment, parking and a brand-new office with an exciting view of the Riga Airport;
- ◆ Coffee, fruits and snacks in the office;
- ◆ Excellent work conditions.