

We inspire the journey of flight. For more than 90 years, Textron Aviation Inc., a Textron Inc. company, has empowered our collective talent across the Beechcraft, Cessna and Hawker brands to design and deliver the best aviation experience for our customers. With a range that includes everything from business jets, turboprops, and high-performance pistons, to special mission, military trainer and defense products, Textron Aviation has the most versatile and comprehensive aviation product portfolio in the world and a workforce that has produced more than half of all general aviation aircraft worldwide. Customers in more than 170 countries rely on our legendary performance, reliability, and versatility, along with our trusted global customer service network, for affordable, productive, and flexible flight.



For the future development of our Swiss entity in Zurich, we are seeking highly qualified and motivated

## **Coordinator Service Scheduler**

### **Objectives for the job:**

Responsible for the organizational mapping of projects (maintenance orders on aircraft) in the system. Moreover, supporting the TSM (Technical Service Manager) and CSM's (Customer Service Manager's) in administrative matters.

### **Job Responsibilities:**

- Responsible for scheduling of maintenance events for customer aircrafts and components in cooperation with sales department, CAMO and aircraft owners.
- Material preparation on planned projects and assuring that all parts ordered for particular events are on site when the aircraft arrives at the facility.
- Support CSM's to issue down payment requests and inform Finance for follow-up.
- Follow-up planning of ground time changes and deferred items.
- Manage project preparation progress against planned criteria.
- Responsible for the correct and timely declaration and deregistration of aircraft, engines, propellers and APU's at customs on the foreseen document as well as the import/export of engines, propellers and APU's.
- Ensure feedback of required information to sales team (quotations).
- Compliance with customer, authority, and Textron Aviation regulations.

### Qualifications:

- Minimum 3 years' administrative experience in similar fields
- Technical aviation background
- Good IT-Skills (SAP / MS-Office)
- Should bring a flair for numbers
- Self motivated team player
- European citizen or with the permission to work in Switzerland
- Fluent in German and English; any other language is a plus

**If you want to become an important part of a very international, challenging and dynamic environment, where your contribution will be recognized and rewarded, please [upload](#) a motivation letter and full application. [Login \(taleo.net\)](#)**

### APPLY TODAY

