

Aviation CAMO & Maintenance Administrative Specialist

Job ID
REQ-10046837

5月 07, 2025

Switzerland

摘要

Location: JAPAT offices, Switzerland. Onsite

About the role:

As our Aviation CAMO & Maintenance Administrative Specialist you will be responsible for monitoring and managing the aviation Continuing Airworthiness Management Organization (CAMO) and maintenance administrative activities, including external vendors, contract lifecycle management, P2P process (purchase orders and goods received). This role will play a key part in helping the PART CAMO and PART 145 organizations achieve their goals by developing Key Performance Indicators (KPIs) and gathering reliability data. General administrative tasks are also a part of this role.

This is a full-time position, Monday to Friday with approximately one weekend per month standby cover. The ideal person will live within 1 hour of the office for these purposes.

About the Role

Key Responsibilities:

- Establish and maintain relationships with external vendors to ensure timely and efficient contract management over its lifecycle as required.
- Collaborate with company stakeholders for establishing or renewal of contracts.
- Facilitate the P2P process by issuing Purchase Orders (PO) for maintenance and facility services and verify goods and services on arrival/receipt.
- Support the Maintenance Manager in monitoring the maintenance budget and monitor that all expenditures are within the budget constraints.
- Support in developing Key Performance Indicators (KPIs) for maintenance activities.
- Gather and analyze reliability data from aircraft and parts to improve maintenance efficiency.
- Perform administrative tasks in support of the Maintenance manager and the Continuing Airworthiness Management Organization (CAMO) and PART 145 activities.
- Participate in special projects assigned by the Maintenance Manager related to fleet improvement and technical efficiencies.
- Take part of contracted maintenance providers liaison meetings.
- Occasionally support handling organization during weekend shift.

Essential Requirements:

- Experience within aviation maintenance administration with PART CAMO and PART 145 regulations.
- Proven experience in administrative roles, with a focus on vendor management, procurement, and professional administrative support.
- Knowledge of aircraft parts and maintenance procedures.
- Experience with project coordination or management is preferable.
- Proficiency in relevant software and tools (e.g., MS Office, CAMP software and database management).
- Strong analytical, problem-solving, organizational and multitasking skills.
- Proficient in managing complex administrative tasks and processes.
- Excellent communication, negotiation, and vendor management skills.
- Ability to monitor and navigate budgeting constraints.
- Fluent English is essential.

Benefits and rewards:

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Commitment to Diversity & Inclusion:

We are committed to building an outstanding, inclusive work environment and diverse teams representative of the patients and communities we serve.

Accessibility and accommodation:

Novartis is committed to working with and providing reasonable accommodation to all individuals. If, because of a medical condition or disability, you need a reasonable accommodation for any part of the recruitment process, or in any order to receive more detailed information about essential functions of a position, please send an e-mail to inclusion.switzerland@novartis.com and let us know the nature of your request and your contact information. Please include the job requisition number in your message.

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部门

Corporate

Business Unit

Corporate

地点

Switzerland

站点

Basel (City)

Company / Legal Entity

C071 (FCRS = CH071) Japat AG

Functional Area
Technical Operations

Job Type
Full time

Employment Type
Regular

Shift Work
No

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