

Job Title: Production Planning & Control Specialist
Company: LIAT (2020) Limited
Location: Antigua & Barbuda

About LIAT2020: LIAT (2020) Limited is an innovative and dynamic start-up airline aiming to disrupt the aviation industry by providing affordable and efficient travel solutions. We are committed to delivering a seamless and exceptional flying experience to our customers while maintaining a sustainable and profitable business model. As we embark on this exciting journey, we are looking for a detail-oriented Production Planning & Control Specialist.

Our Company Culture:

Recognising that our employees have choices, we place a strong emphasis on creating and maintaining a positive working culture. Our company thrives on a friendly and informal work environment where everyone, regardless of their position, is treated with respect and consideration. As Production Planning and Control Specialist, you will play a crucial role in supporting this positive and supportive work environment.

Position Overview: LIAT (2020) Limited is seeking a Production Planning & Control Specialist to oversee the efficient planning of aircraft maintenance tasks, monitor progress, and manage technical records to ensure compliance with regulatory requirements. This role involves coordinating work assignments, optimizing resource allocation, and maintaining accurate technical documentation, including maintenance records, manuals, and reports.

Key Responsibilities:

- Coordinate and integrate the functions in Technical Records, Performance Analysis, and scheduling of the forecasted maintenance.
- Maintain surveillance over the technical records activity and initiate changes as necessary in the consultation with the Manager Production Planning and Quality Control
- Issue all procedures defining the way the ASI software is applied to the functions within Technical Records, Performance Analysis, and Scheduling Activities.
- Provide function direction, co-ordination and advice to clerks assigned in their Production Planning and Control, and Technical Records activities.
- Responsible for the accuracy of work packs developed to be issued to Production and Line.
- Maintain effective computer control of all Mandatory and non-mandatory Service Bulletins modifications and other Airworthiness Directives issued by the various relevant Airworthiness Authorities, all maintenance tasks scheduled and unscheduled.
- Assist Manager Production Planning and Quality Control in carrying out administrative tasks in and to be solely responsible for such task in this or her absence of the unless those tasks are delegated otherwise by the Director of Maintenance & Engineering.
- Communicate effectively with the Manager Production Planning and Quality Control on all administrative decisions taken at the supervisory level and whenever necessary, engage in discussion and consultation on matters requiring the input of the office Production Planning and Control Controller.

- Assist the Manager Production Planning and Quality Control in the development, implementation and administration of the following: -
 - Forecasting and Scheduling.
 - Variation Requests.
 - Maintenance Statement Control.
 - Liaisons with other departments and personnel as called for in Production Planning and Control related mat Manager Production Planning and Quality Control ters;
 - Monitoring and carrying out staff performance reviews appraisals periodically.
 - Provide “On the job Training” for all clerical staff assigned to the department.
 - Continuous revision of Maintenance Schedules Amendments and amendments to reflect latest updates.
- Carry out such other duties that may from time to time be required by the office of Manager Production Planning and Quality Control and Director of Maintenance and Engineering.
- Always maintain exemplary conduct and proper work ethics while on duty.
- Ensure that all periodic reports are compiled (computer generated) and delivered to the customer on a timely basis.
- Ensure that all relevant data entered in the Planning Maintenance and Inventory computer is accurate and timely.
- Ensure the call up of all tasks which together results in compilation of comprehensive work packs for the maintenance of aircraft in a timely manner. Also, the reconciliation of those work packs on return to Production, Planning and Control.

Required Competencies, Experience and Qualifications:

- A first degree or equivalent in Engineering/Licensed without Type Rating
Or
- Minimum of 3 years’ experience Aviation Production Planning and Technical Record level within an approved Aircraft Maintenance Organization.
- Ability to use Aviation Planning Maintenance and Inventory management software such as computerized maintenance management such as PMI, AMOS.
- Ability to use procurement management interface software.
- Working knowledge of Aviation Technical Records Management
- Working knowledge of Microsoft Office software applications
- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of materials.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources.
- Knowledge of principles and processes for providing customer and personal services.

Benefits:

- Competitive remuneration package.
- Opportunity to shape the strategic future of a revamped regional start-up airline.
- Exciting, collaborative, and innovative work environment.

Note:

This is a description of the job as it is presently constituted. In order to support the company's efforts to attract and retain the ideal incumbent to perform the duties, it is normal practice to periodically review job descriptions for current and accurate relevancy, as jobs change over time and job descriptions need to be reflective of these changes. The review process is a collaborative effort involving the position supervisor and the employee performing the job. You are therefore expected to participate fully in such discussions. In all cases, it is LIAT20's aim to reach agreement on reasonable changes, but where it is not possible to reach agreement LIAT20 reserves the right to make reasonable changes to your job descriptions which are commensurate with the company's objectives and your grade after consultation with you.