

NOMAD AVIATION

Nomad Aviation AG is an international and family-owned Swiss company established in 2008. Nomad Aviation AG, with headquarters in Zurich Kloten, provides private and business aircraft management services. Nomad Technics AG is based at Basel Airport and provides base maintenance, modifications and refurbishment services for mid-size jets and narrow-body aircraft.

To support our Project Management activities for Nomad Technics at **Basel Euroairport**, we are looking for a qualified, flexible and dynamic

Project Coordinator Part-145 (100%)

Your tasks:

- Lead, monitor and manage Projects by setting targets, coaching and controlling
- •Handle maintenance project from contract signature to A/C redelivery
- Make sure project preparation is handled properly and efficiently (manpower, slot, planning, critical path & tasks, internal communication, parts/kits ordering, tooling)
- Prepare and lead pre-input, internal and customer project follow-up meetings
- Dispatch Man-hours budget to production
- Manage A/C incoming phases and organize review with customers and shops to discuss incoming snags
- Coordinate activities on the project between all parties as well as all required paperwork and documentation for the release to service of the AC
- Support project team to identify smart and efficient solutions with the main target to maintain initial schedule
- Make sure project is delivered within budget, on time as per customer expectations

Your profile:

- Basic commercial or technical education with 5 years work experience
- Experience in a similar position within the aviation environment (private aviation would be an advantage)
- Ability to understand and communicate at a technical/engineering level
- You are a Team Player with strong consultancy skills and the ability to manage cross-functional and institutional relationships and you are multi-tasked in a dynamic and multicultural environment
- You are used to work on strict deadlines, independently, reliably and accurately at all times with a self-driven and pro-active attitude and the attention to detail and quality
- Proficiency in Microsoft Office applications
- Spoken and written fluency in English, knowledge in French and/or German language would be an advantage



Apply:

Are you a passionate and dynamic person, who is looking for a versatile and varied position in a performance-oriented environment? If Yes, then we look forward to receiving your complete application file by e-mail with the keyword "Project Coordinator Part-145" in the subject line.

Nomad Aviation AG, Finance, Lindenstrasse 23, CH-8302 Kloten
T +41 58 800 08 35, **E** karin.knoepfel@nomadjet.eu