



UTC Aerospace Systems

UTC Aerospace Systems is among the largest global suppliers of technologically advanced products. We design and manufacture aerospace systems for commercial, regional, corporate and military aircraft and are a major supplier for international space programs. Our industrial products serve industries ranging from hydrocarbon, chemical and food processing to construction and mining.

Engine Systems (ES) provides complete jet engine controls and accessory packages. From the fuel tank to the ignitors, we have the resources and expertise to design, qualify, and manufacture first in class central systems for our aerospace engine customers.

The UTAS Marston site in Wolverhampton has been providing products for aerospace use for over 90 years; from the inception of aircraft and aero-engine manufacture in Great Britain. Today we supply an integrated range of heat transfer and fluids management products for commercial and military markets, including heat exchangers, metallic and flexible hoses, fuel manifolds and ozone converters.

UTAS Marston is looking for an **Aftermarket Administrator** to join our aftermarket team.

Location: HS Marston Aerospace Ltd - Wolverhampton

Labour grade: 7

Position summary: The successful candidate will report into the Maintenance Repair and Overhaul Manager. The Aftermarket Administrator will support the MRO/Aftermarket operational team by providing administration support.

Responsibilities:

- Initial booking in of aftermarket components on receipt
- Generating shop paperwork
- Administering MRO Contract Review process
- Generating Internal Sales Order
- Generating Release Paperwork (EASA Forms/Certificate)
- Maintain daily output sheet
- Generating aftermarket quotations
- Customer liaison as required
- Maintaining/developing customer reporting information
- Support team in use of ACE tools (5s, TPM, Turnback collection)
- Comply with all Environmental, Health & Safety requirements

The above is a selection of responsibilities, the role will evolve and the Aftermarket Administrator must adapt and be flexible to cope with change.



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Requirements:

BTEC Business Administration Level 2 (Level 3 preferred)

Previous experience in an administration role

Good Communication skills

Proactive

Proficient in SAP & Microsoft Office

Anyone wishing to apply for the above vacancy should send a CV and covering letter to the Human Resources Department.

Internal and external candidates will be considered.

The closing date for receipt of applications is **Friday 19th May**

This position may involve access to export controlled information and hardware where an export license would be required for compliance with applicable laws and regulations. Employment will be subject to satisfactory security checks, export license approval, and if required, completion of a non-disclosure agreement.