



BATS is a successful and growing Austrian company located in Vienna.

Our business stands for professionalism, experience and high quality service in the business aviation industry. Our office location is based in 1040 Vienna, Wohllebengasse 12-14.

Due to the constant growth of our customer needs, we are looking permanently for new employees:

AVIATION COMPLIANCE & QUALITY MANUAL & SUBSCRIPTION Professional (m/f)

Job Duties:

- Manual design, creation, writing and revision control
- Revision service of all relevant Manuals (technical, operational and general)
- Preparation of internal and external Audits
- Observation and implementation of required Standards and other legal or regulatory Requirements
- Monitor Subscriptions/Supplements for all Types of Aircraft operated by the Company
- Manual distribution within the Organization
- Application of Subscriptions from external Providers (Aircraft Manufacturer, Software Provider,...)
- Invoice Controlling

Profile and Skills:

- Knowledge and experience in the field of Aviation (technical/operational)
- Experience and knowledge about Compliance and Safety Management System
- Knowledge about Crew Training requirements
- Knowledge about EASA-OPS requirements
- Ability to treat received Information confidentially
- Able to take additional Responsibilities and Tasks based on operational needs.
- Ability to work independently
- Fluent in English (German and/or any other Language of Advantage)
- Excellent IT-knowledge / Computer and Software

We offer:

An extraordinary and challenging full-time position within an international team.

The yearly salary is depending on previous experience and working skills.

If you think that you are the right person for this job and would like to join our team, pls send your application by email to b.blihall@bats.aero.