

<b>Position:</b>	<b>Records Transition Manager</b>
<b>Reporting to:</b>	<b>Senior Airworthiness Manager</b>
<b>Job Summary:</b>	
<ul style="list-style-type: none"><li>Under responsibility of the Senior Airworthiness Manager, the Records Transition Manager will play a pivotal role in managing the transition of aircraft between lessors, lessees, and buyers, ensuring seamless documentation and compliance with regulatory standards. This position requires a detail-oriented professional with expertise in aircraft records, regulatory compliance, and project management.</li></ul>	
<b>Key Responsibilities:</b>	
<ul style="list-style-type: none"><li><b>Records Management:</b> Ensure all aircraft records, including maintenance logs, airworthiness certificates, and technical documentation, are accurate, complete, and compliant with regulatory requirements.</li><li><b>Aircraft Transitions:</b> Lead and coordinate the end-of-lease and transition processes, working closely with lessors, lessees, and technical teams to ensure timely delivery and redelivery of aircraft.</li><li><b>Regulatory Compliance:</b> Ensure adherence to aviation regulations (e.g., EASA, FAA) and specific lessor or lessee requirements throughout the transition process.</li><li><b>Stakeholder Collaboration:</b> Act as the main point of contact for all records-related matters during transitions, facilitating effective communication between lessors, lessees, MROs, and other involved parties.</li><li><b>Issue Resolution:</b> Proactively identify and resolve discrepancies, missing records, or compliance gaps to minimize delays in the transition process.</li><li><b>Continuous Improvement:</b> Develop and implement best practices for records management and aircraft transitions, ensuring process efficiency and compliance.</li></ul>	
<b>Qualifications:</b>	
<ul style="list-style-type: none"><li>Qualified in Airworthiness and Continued airworthiness management organization</li><li>At least 3-5 years technical aviation records experience.</li><li>Strong knowledge of aviation regulations (EASA, FAA, etc.) and airworthiness standards.</li><li>Proficient in using Microsoft Office Suite (Excel, Word, PowerPoint, Outlook, Teams etc).</li></ul>	

### **Skills:**

- Ability to multitask and work effectively in a fast-paced environment.
- Excellent communication, planning, organizing and time management skills.
- Meticulous and Attention to detail driven.
- Active Listening: Giving full attention to what other people is saying, taking time to understand the points being made, asking questions as appropriate.
- Judgment and Decision Making: Considering relative costs and benefits of potential actions to choose the most appropriate option.
- Strong relationship building and ability to manage conflict situations.

### **Location & Remuneration:**

- Toulouse, France
- Must be willing and able to travel from time to time on request
- Market related salary .