



## **Work Planner**

Due to the continued expansion, SAMCO is looking for additional support at the Production Planning department. This concerns a full-time (40 hours per week) permanent position at Maastricht Airport, The Netherlands.

### **Company profile**

SAMCO Aircraft Maintenance, established in 1988, is an independent third party maintenance provider for a complete range of regional jet and turboprop aircraft.

Keeping the aircraft in the air, safe and punctual takes a team of dedicated, professional, highly trained and motivated maintenance engineers, able to troubleshoot and maintain aircraft mechanical, avionic and powerplant systems.

SAMCO Aircraft Maintenance employs over 200 employees operating out of its base maintenance facilities located at Maastricht Airport and at various line stations across the world.

More information can be found on our website [www.samco.aero](http://www.samco.aero)

### **Application description:**

Before the start of every aircraft maintenance project, a complete work package has to be prepared by the Work Planner and handed over to the dedicated Production Planner and Senior Engineer at the hangar floor. Furthermore, the Work Planner will assist and provide administrative support to the Head of Production Planning and/or Sales Manager.

### **Task description / Responsibilities include:**

- › Creating, releasing and handing over a complete work package, including milestone / project planning, to the dedicated Production Planner and Senior Engineer.
- › Reserving and/or requesting parts and/or tooling.
- › Contacting third parties / subcontractors.
- › Creating a customer login account and send instructions to the customer.
- › Manage small projects by monitoring progress and manpower allocation, thereby ensuring budgetary and delivery date targets.
- › Report and provide administrative support to the Head of Production Planning.
- › Assist the Sales Manager with the preparation of quotes.

### **Applicant qualifications:**

- › MBO degree or equivalent, Aviation Management is an advantage.
- › Experience in a similar position in an international work environment is an advantage.
- › Good knowledge of Microsoft Office Programs and database environments.
- › Good English communication skills in writing and verbally.
- › Ability to work in a dynamic environment with deadlines.
- › The applicant must be pro-active and customer focused.
- › The applicant must be a team-player and have an accurate and conscientious work attitude.
- › The applicant must have a flexible attitude, be willing to cover weekend duties in a regular pattern and work on the shop floor and / or at the production planning office.

### **We offer:**

- › Required coaching and training.
- › The opportunity to become part of a dedicated and professional team in an international working environment.
- › The possibility to develop yourself in line with your ambitions.
- › Good primary and secondary employment conditions.

### **Interested?**

In case you are interested in this vacancy, please contact SAMCO recruitment: Mrs. E. de Koning [recruitment@samco.aero](mailto:recruitment@samco.aero)