



Based in north-western Switzerland, Aero Group is a well-established EASA Part-CAMO organisation, holding ratings for piston and turbine airplanes, as well as piston and turbine helicopters, including electrical and avionics capabilities. We strive to provide our customers with demonstrated craftsmanship, fulfilling current regulations both in the field of Initial and Continuing Airworthiness. Charged of carrying out and attaining the missions and the goals of the department, we are currently recruiting a :

## Continuing Airworthiness Management Organisation Agent

### MAIN RESPONSIBILITIES

- Establish, develop and analysis of maintenance policy and maintenance program of the Part-CAMO,
- Maintain and ensure continuity of relationship with Part-145 / Part-CAO contractor(s),
- Ascertain the subcontractors receiving a Company work-order are duly certified to perform the required work,
- Establish planning and following up of Line and Base maintenance,
- Establish work planning, issue work-orders and follow-up to coordinate resources to the Part-CAMO work,
- Ensure consistent achievement of internal Part-CAMO requirements,
- Carry out all maintenance activities in accordance with the maintenance contract,
- Ensure technical follow-up, analysis of ATL (Aircraft Technical Log),
- Verify of work reports, technical records and aircraft release to service from customers,
- Verify of modifications and repair performance to an approved standard,
- Verify Airworthiness Directives embodiment and status,
- Monitor Operator`s aircraft non-mandatory modification embodiment policy and follow-up of MEL / HIL items,
- Follow-up of Computerized Maintenance Programs,
- Communicate effectively and maintain and build customer relationships acting as a company ambassador,
- Coordinate scheduled and unscheduled maintenance with contracted Maintenance Organisation,
- Assist the DNPCA / NPCA in the evaluation of ADs, SBs, SILs,
- Ensure the retention of the continuing airworthiness records, administration of the continuing airworthiness of the assigned aircraft.

### REQUIREMENTS

- Previous experience in similar civil aviation environment position with at least 2 years' experience in maintenance control activities, provided he or she holds or has held B1, B2 or C license,
- Technical education,
- Proficient use of Microsoft office tools, good IT skills,
- Excellent reputation with clean criminal record & extract from the debt collection register certificates,
- French and English proficient and fluent, German or other European languages is a plus,
- Eligible to work in Switzerland; Established in Switzerland or willing to re-locate in Neuchâtel region.

### WE OFFER

- An interesting challenge in an ambitious, dynamic and progressive company,
- Unlimited term contract with competitive salary in line with Equal pay standards,
- Work location: LSGC and LSGN

Interested? Please do not hesitate to send your application including cover letter, certificates, and detailed CV by e-mail to [job@aerogroup.ch](mailto:job@aerogroup.ch) latest on 31<sup>st</sup> May 2026.

