

Base maintenance project coordinator

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Company: Sabena Aerospace

Location: Steenokkerzeel

Category: other-general

Sabena Engineering is a leading independent and international aviation solutions provider for civil and military operators. Our capabilities cover the main aircraft types, including Airbus, Boeing, Lockheed, regional and military aircraft and rotor aircraft. With our unique and innovative solutions to both regular and complex needs, Sabena Engineering is all set to grow as a worldwide proximity partner, bringing its expertise wherever needed.

SABCA offers a full range of services to the civil, space and military aviation markets and recently expanded into the commercial Unmanned Autonomous Systems market as an integrator of aerospace-grade solutions for the industry.

Sabena Engineering & SABCA are part of a unique industrial ecosystem in the Belgian aerospace industry which is owned by Sabena Aerospace (holding company) and by the Société Fédérale de Participations et d'Investissements (SFPI/FPIM).

Your main responsibilities:

As a Base Maintenance Project Coordinator, you will be responsible for overseeing and managing various maintenance projects, ensuring their successful execution from initiation to completion. Your key responsibilities will include:

Collaborate with sales and business development teams to create quotations for new base maintenance projects.

Ensure accuracy and completeness of quotations, taking into account project requirements and cost estimates.

Communicate with clients to clarify project scope, deliverables, and pricing as needed.

Develop and maintain comprehensive reports on project progress, including financial reports and status updates.

Analyze project data to identify trends, potential risks, and areas for improvement.

Present project reports to stakeholders, providing insights into project performance and key metrics.

Prepare project plans, timelines, and budgets in collaboration with relevant stakeholders.

Coordinate project activities, resources, and schedules to ensure timely completion.

Monitor project progress and address any issues or deviations from the plan promptly.

Conduct regular reviews of project finances and provide recommendations for cost control.

Your profile:

You have an engineering degree

Minimum of 5 years of experience in project coordination or management, preferably in the aviation industry.

You have Knowledge of financial reporting principles and practices.

Fluency in English, Dutch, and or French languages, both written and verbal.

Proficiency in Excel, with the ability to create complex spreadsheets and perform data analysis.

Excellent administrative skills, with attention to detail and accuracy.

Strong communication and interpersonal skills, with the ability to collaborate effectively with diverse teams and stakeholders.

Our offer:

Join the Sabena Engineering family, which is passionate about aviation and fully dedicated to its success. Within our organization, everyone contributes to our target to meet our customers' needs, with their own expertise and their responsible behaviour.

Have the great opportunity to contribute with us to bringing aviation expertise wherever

needed.

Benefit from a competitive package and develop your skillset to contribute to the company's success.

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