



Windward Islands Airways International (Winair) N.V.
P.O. Box 2088 / Airport Road #69
Simpson Bay, St. Maarten, Dutch Caribbean
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<u>JOB VACANCY</u>	
Function name	TRAINING RECORDS ADMINISTRATOR
Department	
Organizational relationship	Reports to the Chief Pilot

JOB SCOPE

The Training Records Administrator will facilitate the Flight Department training compliance by maintaining records of and schedules for employee training.

DUTIES AND RESPONSIBILITIES

His/her specific responsibilities shall include the following:

- Maintains Flight Crew Training records and ensures compliance with SMCAA Flight Crew Training Requirements
- Updates crew scheduling system with updating training start and expiration dates.
- Notifies crew scheduling in a timely manner for the scheduling of flight crew to perform required training activities.
- Will monitor and manage the Winair Online Training Academy for the tracking and notification of training required for Flight Crews.
- Monitors all crew qualifications and notifies crew in a timely manner of expiration, i.e., license/validations, medicals, passport.
- Maintains records of all training of Check Airmen, Flight Instructors, Ground Instructors, and cabin Instructors.
- Issues crew training records/certificates of completion for courses.
- Compile reports on attendees, instructors, and simulator occupancy.
- Will occasionally audit crew files for compliance.
- Review and communicate training status reports.
- Assists crew scheduling for training events, i.e., booking of flights, hotels, simulator scheduling, external training locations, crew per diems, etc.

QUALIFICATIONS

- Minimum three (3) years of airline training records or related record-keeping experience.
- High School Diploma. Associate Degree or higher preferred.

SKILLS

- Ability to schedule
- Strong leadership skills
- Strong administrative skills
- Demonstrate analytical & problem-solving skills.
- Must be computer literate; Microsoft Excel, Word, Outlook.

Interested candidates, Dutch nationals or people with a permanent St. Maarten residency preferred, can apply in writing with a motivation letter and resume to humanresources@fly-winair.com