

SriLankan | Full time

# Technical Records Assistant

Katunayake, Sri Lanka | Posted on 21/01/2026

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## Job Description

The incumbent will mainly engaged in maintaining all Airline Aircraft maintenance records in accordance with the regulatory requirements & maintenance organizational requirements. Ensure records of all maintenance accomplishments on relevant aircraft / Engines /components are updated and all the applicable data are accurately entered into the Airline ERP system / computer system as necessary for continuing Airworthiness compliance.

### Key responsibilities will include:

- Aircraft, Engines & associated component maintenance records management and storage including back-up data management.
- Technical Records Enterprise Resource Planning (ERP) system data entries & database management
- Monitoring and Recording of Airframe & Engine flight cycles and flight Hours.
- Management & control of Airframe & Engine logbooks including data entry & error management.
- Management of service-life/time-controlled component change records & statements.
- Management of Airworthiness Directives & Service Bulletin compliance records & statements.
- Compilation of data/records for Aircraft license renewal.

## Requirements

- 6 passes at GCE O/L with 4 Credits in one sitting including a credit for English in any sitting.

### Note:

Any technical qualifications in the field of mechanical, electrical or electronics would be an added advantage.

The upper age limit shall be **29 years** as at the closing date, **31st January 2026**.

Be a Sri Lankan Citizen.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal-opportunity organization.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration

## Job Information

Division Name  
Engineering

Date Opened  
21/01/2026

Application Closing Date  
31/01/2026

Job Type  
Full time

Industry  
Airline - Aviation

City  
Katunayake

Province  
Western

Country  
Sri Lanka

Postal Code  
11450