



**Job Description**  
**MCC TECHNICIAN**

**Duties :** Support the Aircraft Hotline Engineers, CostCenter and Planning & Engineering Agents.  
 Manage and follow-up of the aircraft defects.  
 Manage maintenance quotes with Hotline and P. E. Agents.  
 Support all maintenance activities, including review of CRS.

**Main Activities :** Support the maintenance activities in relation with Hotline and P. E.  
 Review and approve maintenance invoices with Hotline and CostCenter.  
 Provide technical expertise and support on request of customer or other GJ services.

**Relations :**

**Internals :** Technical Manager.  
 MCC Manager, Hotline and Team.  
 Cost Center.  
 Flight Coordination. P. E.  
 Agent.  
 E. & D. Engineer.

**Externals :** Manufacturers.  
 TC Holders.  
 CAMP company.  
 MRO Centers.  
 Vendors.

<b>Duties</b>	<b>Details</b>
MCC Hotline (office duties)	Provide technical support and expertise to the Hotliners on their dedicated fleet.
Maintenance Quotes	Manage the entire Request For Quotes (RFQ) process. Evaluate the quotes received from different MRO Centers (Part 145). Propose to Hotline for approval and transmission to the customer representatives.
CRS Validation	Control and validate the Release to Service (RTS / CRS) in accordance with the works ordered and the applicable regulations
Maintenance Reporting	Report the maintenance status of the fleet on a regular basis to the MCC Manager and to the company database. Daily to weekly reporting of activities, according to the current directives.
Defect Tracking and Management	Manage the defects reported by Crew and Hotline, enter into CAMP system and schedule corrective actions with the support of the Hotline
Invoices Approval	Verify maintenance invoices with Hotline and CostCenter against the P/O issued
Support activities of the Technical Department	Support the different services of the Technical Department (CostCenter, P. E., E. & D.)