

# NHV Group – Repair Administrator

## Job summary

Are you someone who enjoys keeping things organized, optimizing processes, and working closely with suppliers? We are looking for a **Repair Administrator** to join our Supply Chain team!

In this role, you will be responsible for managing and monitoring component repairs, overhauls, and exchanges, particularly for components not covered by PBH. You will play a key role in ensuring cost efficiency, maintaining budget control, and supporting smooth operational flow.

You will report to the Repair Supervisor for component-related topics and work closely with the Supply Chain Manager on broader matters. If you thrive in a dynamic environment where accuracy and efficiency matter, this role is for you.

### Responsibilities and areas

#### Repair and Overhaul Management

- Evaluate repair requests and determine the best repair options based on cost and lead time
- Manage the full repair process: checking, challenging, and approving supplier quotes while ensuring accurate ERP registration in line with company procedures
- Follow up on float and hoist planning and ensure correct system linkage
- Maintain close contact with suppliers and participate in regular follow-up meetings on open repairs
- Coordinate with the transport department to ensure timely delivery of components

#### Planning and Optimization

- Monitor and plan stock levels and open requisitions in collaboration with production planning and purchasing teams
- Optimize lead times and inventory levels to ensure high component availability and minimize cannibalization

#### Operations & Compliance

- Participate in the AOG (Aircraft on Ground) duty roster (on-call support 1 week every 5 weeks)
- Ensure compliance with Information Security Management System (ISMS) policies, procedures, and controls

## What You Bring

- A bachelor's degree or a technical/purchasing background is a plus
- Experience in communicating with suppliers in an international environment
- A proactive, hands-on mindset

### Skills & Competencies

- Strong organizational skills and a structured way of working
- Fast learner with the ability to adapt quickly

- Proficiency in MS Office and ERP systems (e.g., Navision, SAP)
- Team player with solid collaboration skills
- Excellent communication skills, able to interact with diverse suppliers across different countries
- Professional level of English; knowledge of Dutch and French is a plus

## What we offer

### Join the Thrilling World of Aviation

Step into an exciting career in an international helicopter services company that combines a youthful spirit with over 25 years of industry expertise.

### What We Offer

When you join our team, you can count on a **permanent (indefinite) contract** and a competitive salary package. Our benefits include:

- Meal vouchers
- Group and hospitalisation insurance
- Commuting reimbursement or bike allowance
- Eco cheques and gift vouchers
- Access to the Benefits@Work platform on which you can find exclusive employee discounts and offers
- Company phone and laptop
- Flexible working hours and the option to work from home
- Vacation days: 4 legal vacation weeks, 2 additional (extralegal) leave weeks, and 10 public holidays
- Allowance for on-call AOG assistance (1 week every 5 weeks)

You'll be part of a team of 6 colleagues, led by the Supply Chain Manager, working a 38-hour week from Monday to Friday.

### Life at the Office

We believe in creating a positive and engaging work environment. Our in-house festivity committee keeps morale high with regular activities such as team quizzes, padel tournaments, "Break the Week" sessions, and winter BBQs.

<https://nhv.be/>