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| <b>Title</b>      | Technical Publisher    |
| <b>Reports To</b> | Leader Fleet Technical |
| <b>Department</b> | Flight Operations      |

### **Role Overview**

The Technical Publisher is responsible for:

- Managing the authoring and standardisation of company documentation, including operations manuals, internal departmental manuals, company forms, checklist and guides; and
- The management of the VISTAIR account.

### **Key Result Areas**

#### **1. Documentation and compliance**

Maintaining and manage the company/Operations Manual (OM) revision matrix.

- a. Maintain all department Operational and Administrative notices.
- b. Perform quality checks on documents modified by VISTAIR.
- c. Ensure all company documents adhere to company standards.
- d. Maintain and manage the CrewNET Vistair portals.
- e. Manage the Tigerair VISTAIR user List by Group/Department.
- f. Manage the Tigerair Manual revision cycle matrix.
- g. Maintain the relationship with VISTAIR to ensure the timely delivery of document revisions.
- h. Liaise with document sponsors to meet their editing and publishing requirements.

#### **2. Systems and Processes**

Actively implement and support the Tigerair Safety Management System.

- a. Adhere to the Flight Operations Administration Manual.

### **Qualifications and Experience**

- Extensive experience with Microsoft Office suite.
- A proven ability to conclude/close varying tasks, with the need to prioritise.
- Well-developed problem solving capability.
- Extremely well organized.
  - Remains calm and focused under pressure.
  - A strong communicator.
  - Able to work autonomously.
  - Ability to work as part of a team.
  - Strong analytical capability.