



Vacancy (readvertised)

ADMINISTRATIVE OFFICER (1 post)

JOB SUMMARY:

To serve as the Administrative Officer of the Technical and Maintenance Department and ensure its effective operation. Provide administrative support to include management of scheduled meetings, preparation of correspondences, material and travel arrangements as well as communication and coordination with other departments.

JOB QUALIFICATIONS:

- Diploma or above in Business Administration or Public Administration.
- At least 3-5 years working experience and providing support at executive level in a reputable corporate organization.
- Excellent communication skills.
- Proficiency in computer applications.
- Strong team player, proactive, accountable, transparent and honest.
- Knowledge of Airline Operations, Aviation Regulation
- Marketing is an added advantage.

Mode of Application:

Interested candidates should submit their application to pwrecruit@precisionairtz.com with the subject line " **ADMINISTRATIVE OFFICER POST**

Deadline: 21th August 2026

