



Records Forensic Analyst (RFA)

Air Spares Unlimited Inc. (www.AirSparesUnlimited.com), is seeking a highly motivated, eager, and talented Records Forensic Analyst to join our Chicago team. We are a young, growing start-up firm, specializing in chapter 32 material (Landing Gear, Wheels, Brakes) servicing major OEMs, operators, and distributors in the commercial aviation aftermarket. Through technology, we are looking to change the way this multi-billion-dollar global market transacts business.

Our RFA will piece together the complex history of a landing gear to complete and find discrepancies in trace paper work. What we need:

- **Detail Oriented:** This role is detail intensive as the process of tracing landing gear back to its origins is a complex logic puzzle. With a lot of moving pieces and parts to keep track of.
- **High Level of Customer Service:** To fill any potential missing gaps, you must be comfortable reaching out to suppliers and vendors and getting critical pieces of missing information. Additionally, we pride ourselves on a higher level of customer service and providing that higher level of service is important.
- **Process Improvement:** Preferably with an inclination to improve with technology. We're always learning ways to improve the trace process and are looking for someone who can help continue that development.

We are looking for the right person to fill this critical and growing position in our downtown Chicago office; a self-starter who knows what it takes to find information quickly, solve problems, pay close attention to detail, work with multiple different companies, and be willing to help wherever needed.

Responsibilities:

- Lead the process for creating back-to-birth records for Landing Gear sets and participate in the design of a new software system to optimize this process
- Quickly analyze trace records and relay an estimate on their completeness and how much effort will be required to finish an entire set of paperwork to the Director of Sales
- Work with repair facilities, airlines, service centers, and lease companies to get their help obtaining vital paperwork records
- Handle multiple projects simultaneously & ensure all aspects are handled to completion

Requirements:

- Strong understanding of leveraging software and general business technologies (Excel & Google Drive)
- Demonstrate successful account management & client satisfaction skills
- Build software and use best practices around system design to solve a problem
- Possess a 'roll up your sleeves' attitude to own the job and ensure it gets done
- Be able to have fun & possess a good sense of humor

One or more qualities we would really like, but do not require:

- Bachelor's degree from a 4-year university
- Aircraft maintenance knowledge, landing gear expertise, and quality assurance background
- Leverage technology to better improve processes
- 80's movies & music or other random trivia knowledge

We are seeking an individual who will be able to seize this unique opportunity, succeed in a global industry, and quickly grow within the organization.

Compensation includes base salary, year-end profit share, healthcare insurance coverage, paid personal days (including your birthday), and unlimited opportunities for advancement