

Cabin Defect Monitoring Assistant

Katunayake, Sri Lanka | Posted on 21/04/2026

Job Description

The incumbent will support the Cabin Defect Monitoring Center (CDMC) by ensuring accurate, timely, and structured data entry and coordination to enable Aircraft Maintenance Engineers to perform defect rectification, and proactive maintenance planning. The role functions as a critical back-office support to streamline frontline Aircraft Cabin Maintenance activities and to enhance passenger comfort, safety, and operational efficiency.

Job Accountabilities

- Maintain accurate and up-to-date records related to Aircraft cabin defects, maintenance activities, staff details, spares status, and operational data within designated systems and databases.
- Enter, update, and monitor Aircraft cabin maintenance-related data in the Enterprise Resource Planning (ERP) system in accordance with established procedures.
- Log, track, and update Aircraft cabin-related defects and status information to support defect monitoring, control, and timely resolution by engineers.
- Handle routine communications and coordination with internal departments (e.g., MCC, reservations, operations) to ensure smooth information flow and operational alignment.
- Prepare, update, circulate, and archive standard cabin maintenance reports, performance indicators, and status updates as directed by CDMC engineers.
- Maintain staff-related data, duty details, and manpower records to support effective manpower utilization and cross-utilization planning.
- Collect, organize, and structure cabin-related technical and operational information to facilitate analysis, trend monitoring, and decision-making by engineers.
- Provide administrative and coordination support to cabin maintenance crews to minimize operational impact and ensure continuity of frontline activities.
- Ensure all data entries and communications comply with company procedures, regulatory requirements, and CDMC standards, maintaining confidentiality and data integrity.

Requirements

6 passes at GCE O/L with 4 Credits in one sitting including a credit for English.

The age should be below **29 years** as at **01st May 2026**, which is the closing date.

Be a SriLankan Citizen.

Employment will be offered on fixed term contract.

Influencing will be a reflection of unsuitability.

We are an equal opportunity Organization.

Please note that we will correspond with you within a month of closing the advertisement in the event your application is shortlisted for consideration.

Job Information

Division Name

Engineering

Date Opened

21/04/2026

Application Closing Date

01/05/2026

Job Type

Full time

Industry

Airline - Aviation

City

Katunayake

Province

Western

Country

Sri Lanka

Postal Code

11450