

## 公司介绍

厦门太古发动机服务有限公司成立于 2008 年，位于厦门高崎航空工业园区，是港机集团成员之一。我司是由香港飞机工程有限公司，厦门太古飞机工程有限公司，通用电气（中国）有限公司，国泰航空有限公司和厦门航空工业有限公司共同出资组建的飞机发动机大修和部件维修的合资企业。

GE90 是通用电气为波音 777 飞机打造的发动机，是目前全世界最大的民用航空发动机。我司作为 GE90 授权服务供应商和 GE90 卓越中心，为全球超过 20 家航空公司提供 GE90 飞机发动机全面大修、发动机测试、部件维修和在翼维修服务。通过对员工和设施的持续投入，我们致力于为客户提供一如既往的最高维修品质和世界一流服务。

如果您充满激情，能力出众，渴望成功，我们诚邀您加入。我们将为您提供极具竞争力的薪酬待遇、培训机会、舒适现代的工作环境和令人振奋的职业发展通道。

### 福利待遇：

1. 极具竞争力的薪资；
  2. 提供十三薪和年终花红奖励；
  3. 缴纳五险一金及雇主责任险，住房公积金按 12%比例全额缴纳；
  4. 除法定假期外，员工享有额外带薪年假，随工作年限逐年递增至最高 23 天；
  5. 培训生岗位前 3 年期间可享 3 套往返探亲机票；
  6. 长期服务金计划；
  7. 公司配备健身房；提供丰富的工会活动，如瑜伽、舞蹈、乐器教学、旅游、体育比赛、电子竞技赛、生日会等；
  8. 免费班车接送公司至就近公共交通站点；
  9. 丰富的技能培训、英语学习提升等。
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## 招聘岗位:

### Technical Trainee 技术培训生: 28 人

#### 1. 工作任务和职责

为世界上最为强劲的飞机发动机 GE90 提供世界级的维修服务。

#### 2. 任职资格和要求

- 1) 2022 年毕业的应届毕业生或 2021 年毕业的往届生;
- 2) 基本的英语听说和阅读能力。
- 3) 工科类, 面向专业: 理工科专业背景, 比如无损检测; 热处理; 材料成型及控制工程; 数控技术; 机电一体化; 机械工程; 热能与动力等专业; 航空航天专业 (如飞行器维修等相关专业) 者优先。
- 4) 大专或以上, 可接受无工作经验。
- 5) 较强的学习能力、动手能力和执行力。

### Admin Assistant/ Administrator 行政助理/行政专员: 各 1 人

#### 1. Duties and responsibilities 工作任务和职责

- 1) Maintain/assist with office operation and enforce office procedures to ensure the daily business run, e.g. corporate car arrangement, flights and hotel booking, stationery and pantry supply, and visitor reception, etc.  
维护/协助办公室的运作, 执行办公室程序流程以确保日常业务的顺利开展, 如公司的车辆安排, 航班和酒店预订, 文具和茶水间供应, 访客接待等。
- 2) Manage/assist with admin functional operations, e.g. facility cleaning, canteen operations, shuttle bus, and facility car parking etc.  
管理/协助处理办公室日常事务, 如厂区保洁管理、餐厅日常管理、班车管理, 以及厂区停车管理等。
- 3) Organize/assist with company events and activities;  
组织/协助组织公司庆典与活动。
- 4) Translate documents between English and Chinese;  
中英文文件翻译。
- 5) Provide support to expat employees where requested;  
给外籍员工提供协助。
- 6) Assist with other ad-hoc tasks from Senior Management/ Admin officer, and provide support to other departments at request.  
协助处理高级管理层/行政主管交办的事务, 以及为其他部门提供支持。

#### 2. Qualifications and Requirements 任职资格和要求

- 1) University graduate from English /Administration or other related major.  
英语、行政管理等专业本科学历。
  - 2) Good command of written & spoken English (CET 6 is a must, TEM 8 is preferred)  
具备良好的英文说写能力 (大学英语 6 级必须, 专业英语 8 级优先)。
  - 3) Good capability of language expression and organization  
具备较强的语言表达能力和文字组织能力。
  - 4) Familiar with MS office software, like WORD, EXCEL, and PPT, etc.
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熟悉办公软件，如 WORD，EXCEL 和 PPT 等。

- 5) Patient and able to work under pressure.

有耐心，能在压力下工作。

- 6) Good coordination and communication skill

具备较强的协调、沟通能力。

## **Maintenance Mechanic 设备维护技工：1 人**

### **1. Duties and responsibilities 工作任务和职责**

- 1) Checking the workshop facilities regularly

对厂房设备等做日常的定期检查。

- 2) Plant and facilities maintenance

维护厂房和设备。

- 3) Manage the maintenance of workshop facilities, including EHS, Fire Service etc.

管理厂房设备的维护等相关事情，包括 EHS，消防等。

- 4) Managing and coordinating the suppliers work in the plant.

管理和协调供应商及其在厂房内的工作。

### **2. Qualifications and Requirements 任职资格和要求**

- 1) College or above, major related to facility maintenance or cooling system is preferred.

大专文凭或以上，与设备维护相关专业者优先。

- 2) Has one of those aspects is preferred: crane system, workshop facility system or cooling system.

拥有以下方面之一的资格或经验者优先：行车、空调或机加设备或大型设备。

- 3) Basic knowledge of English.

认识简单的英语。

- 4) Mechanic certificate, skill in hydraulic is preferred.

钳工证书，懂液压技术优先。

- 5) Basic computer skills, skill in AutoCAD and Database preferred.

简单的计算机应用能力，会 AutoCAD 和数据库者优先。

## **Store Assistant 仓管助理：1 人**

### **1. Duties and responsibilities 工作任务和职责**

- 1) Under the supervision of the Stores Team Leader assist in the day-to-day of running of the stores operations. This may include packing, loading, un-loading, goods receipt, stocktaking, reviewing of technical data and goods issuing.

协助和配合仓库领班管理好仓库日常运营，包括包装、装卸、收发货、盘点和核对货物单证。

- 2) Be able to visually inspect aircraft engine piece parts for any obvious damage or deformities and report to the Stores Team Leader.

能够目视检查飞机发动机部件是否有任何明显的损坏或变形，并向仓库领班报告。

- 3) A good team player and be able to interact with other departments to support the requirements of production.

良好的团队合作精神，能够与其他部门合作以支持生产的要求。

- 4) Perform the applicable computer transactions within the data base to ensure correct traceability of the piece parts for audit purposes.

及时在数据系统做相应的操作与记录，以确保零件的正确可追溯性，满足审计要求。

- 5) Ensure the highest safety and quality standards to company policies and procedures are complied with at all times.  
确保始终遵守公司政策和程序的最高安全和质量标准。
- 6) Ensure the workplace is kept clean and tidy at all times to promote a safe working environment.  
确保工作场所始终保持干净整洁，以促进安全的工作环境。
- 7) Be focused on the lean principals to support the efficiency of the department.  
专注于精益原则，支持部门效率。
- 8) Work overtime / shifts at short notice to support the needs of the business.  
根据公司生产进度，能适度加班/轮班，以支持业务需求。

## 2. Qualifications and Requirements 任职资格和要求

- 1) College student with a background in engineering or science preferred.  
大专或以上学历，有工程学或理科背景毕业生优先。
- 2) Basic English language skills in reading, writing and speaking.  
基本的英语阅读，写作和口语技能。
- 3) Be able to read and understand company procedures and follow them.  
能够阅读和理解公司程序并遵循它们。
- 4) Attention to detail with a high level of accuracy and have patience on routine tasks.  
注重细节，准确性高，对日常任务有耐心。
- 5) A basic understanding of Microsoft Office, especially in Word, Excel and PPT.  
对微软办公软件有基本了解，特别是 Word, Excel 和 PPT.
- 6) Be friendly and have a connective personality with the ability to form a good working relationships.  
友善，能够建立良好的工作关系。
- 7) A forklift driving license would be preferred but not essential  
有叉车证优先，但不是必需的。
- 8) Able to work shifts and overtime as and when required, sometimes with short notice.  
能够在需要时轮班和加班。

## Technical Kitter 技术集件员: 2 人

### 1. Duties and responsibilities 工作任务和职责

- 1) Under the supervision of the Team Leader assist in the material presentation on the appropriate rack to support the planning / production schedule.  
协助和配合主管完成物料配套到对应的物料货架上以支持计划部/生产的部进度。
  - 2) After sufficient training, be able to review all the supplied documentation is correct to the end users' requirements.  
在必要的资格培训后，审阅相关文件并确保正确满足最终用户的需求。
  - 3) Be able to visually inspect aircraft engine piece parts for any obvious damage or deformities and report to the Team Leader.  
能够目视检查航空发动机零部件，并及时向主管报告明显缺陷或者变形件。
  - 4) A good team player and be able to interact with other departments to support the requirements of production.
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具有良好的团队合作精神，能够与其他部门沟通互动，以支持生产需求。

- 5) Perform the applicable computer transactions within the data base to ensure correct configuration and traceability of the piece parts for audit purposes.  
及时完成系统操作，确保单个零件的正确构型和可追溯性以便后续审核。
- 6) Ensure the highest safety and quality standards to company policies and procedures are complied with at all times.  
确保始终以最高安全和质量的标准遵守公司政策和程序。
- 7) Ensure the workplace is kept clean and tidy at all times to promote a safe working environment.  
确保工作场所始终保持干净和整洁促进形成一个安全的工作环境。
- 8) Be focused on the lean principals to support the efficiency of the department.  
注重精益原则以支持部门的效率提升。
- 9) Work overtime / shifts at short notice to support the needs of the business.  
根据业务需求能按照公司要求参与必要的加班/轮班。

## 2. Qualifications and Requirements 任职资格和要求

- 1) College and above student with a background in engineering or science preferred.  
大专以上学历，有理工科专业优先。
- 2) Basic English language skills in reading, writing and speaking.  
基本的英语阅读、写作和口语能力。
- 3) Be able to read and understand company procedures and follow them.  
能够阅读，理解并遵循公司的程序。
- 4) Attention to detail with a high level of accuracy and have patience on routine tasks.  
高精度地注重细节，对日常任务有耐心。
- 5) A basic understanding of Microsoft Office, especially in Word, Excel and PPT.  
基本了解 Microsoft Office 的使用，特别是在 Word Excel 和 PPT 方面。
- 6) Be friendly and have a connective personality with the ability to form a good working relationship.  
友好待人，有团结他人的个人品格，能与同事建立良好的工作关系。
- 7) Previous experience with SAP or other similar ERP data bases.  
有 SAP 或其他类似 ERP 数据库操作的经验。
- 8) Understand the principals of lean manufacture.  
了解精益制造的原则。
- 9) A forklift driving license would be preferred but not essential.  
有叉车驾驶证优先，但不是必需的
- 10) Able to work shifts and overtime as and when required, sometimes with short notice.  
能够在业务需要时轮班和加班。

## Commercial Assistant 商务助理: 1 人

### Duties and responsibilities:

1. General administration duties to support commercial and customer support matters.
  2. Master data management in SAP.
  3. Preparation and control of billing support documentation and invoicing reports.
  4. Support daily customer support activities.
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5. Follow up customer business actions based on issues and deadlines set at daily production meetings.

**Qualifications and Requirements:**

1. Fresh graduate commercial discipline preferred.
2. CET6 English preferred.
3. Confident communicator, pleasant manner, able to interact with different internal departments.
4. Proficient with Windows and Office.
5. Previous experience in aviation industry an advantage.

## 岗位职责:

1. 处理日常商务及客户相关事宜。
2. SAP 主数据的管理与维护。
3. 发票的准备、发票的出具及相关报告。
4. 日常商务跟单支持。
5. 根据生产需求及时准确跟进处理相关业务。

## 岗位要求:

1. 应届毕业生相关专业优先考虑。
2. 英语六级优先。
3. 自信、有亲和力、团队意识，能够与不同部门互动。
4. 熟练使用 Windows 和 Office 办公软件。
5. 有航空业经验优先考虑。

**Assistant Planner 计划助理: 1人****Duties and responsibilities**

- 1.Prepare and maintain the engine/module data in SAP, including TOHO uploads and processing during WIP.
- 2.Responsible for collecting all certificates and compiling engine/module release pack for certifying staff final vetting.
- 3.Answer and rectify queries on engine data during WIP.
- 4.Liaise with PPD and CB to complete the engine/module release pack within the agreed timeline.
- 5.Assist ES Engineer on new capability development and task list improvement.
- 6.Assist ES engineer to maintain Engine maintenance task list to the latest revision.
- 7.Review customer data and maintain the controlled life data in SAP.
- 8.Assist ES Engineer to issue/collect work orders and its associated documentations for compiling engine/module release pack.
- 9.Assist ES Engineer on providing necessary Engineering support services to EOH and CR Production on strip/build or repair issues.

**Qualifications and Requirements**

- 1.Basic knowledge in repair engineering and aero-engine structure.
  - 2.2-3 Years experiences in aero-engine maintenance and significant knowledge in data analysis (preferred, not essential) .
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3. Good problem solving and analytical skill.
  4. Strong communication and interpersonal relations.
  5. Demonstrates high standard and customer focus.
  6. English requirement in BULATS A2 level (Preferable B1 grading) .
  7. Strong Safety Mindset.
- Enthusiastic in learning Engineering skills and knowledges to become an ES Engineer. (Potential candidate will be trained up as ES Engineer in career development plan) .

请有意者将简历投递到以下邮箱：（如应聘职位有英文要求，请附上中英文简历）  
[Vivian.Jiang@haeco.com](mailto:Vivian.Jiang@haeco.com) 或 [Recruit\\_HES@haeco.com](mailto:Recruit_HES@haeco.com) 您也可以在人才网上直接投递简历。

公司地址：厦门高崎南三路 5 号  
联系人：人事部 Vivian Jiang

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