

**Nayak JV1** is Europe's largest provider of airline-independent maintenance. Our collaboration with nearly all the great airlines in Europe underscores our relevance in the market, demonstrates steady growth, and proves that our business concept works.

We are looking for our **Barcelona - El Prat (BCN)** Operational Unit, *an MCC Assistant*.

**Duties:**

- Providing administrative support to the MCC Engineers.
- Assisting with logistics.
- Ensuring prompt resolution of issues and seeing them through to completion.
- Assisting with answering of telephones and other administrative duties.

**The Job requirements are:**

Documentation and Evidence

- Bachelor's degree in a relevant discipline from an internationally recognised institution.
- Valid driving licence.
- A minimum of one reference from the most recent employer.
- Valid criminal record check.

Miscellaneous

- Fluent in English language – written and oral.
- Previous experience and working knowledge of MCC would be advantageous.
- Previous experience and familiarity with Microsoft Office suite of products.
- Familiar with a team environment and willingness to contribute.
- Right to live and work in Spain prior to application

Send us one copy of your CV to [ES\\_HR@nayak.aero](mailto:ES_HR@nayak.aero) , if your profile matches the requirements, we will contact you for an interview.