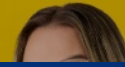




TCR Group – Operations Support Specialist



Operations Support Specialist

The **Operations Support Coordinator** will support the organization with administrative and project related tasks related to the growth and day-to-day operations of the TCR workshops.

What You'll Do:

- Serve as a key liaison with customers regarding repair approvals and invoicing.
- Track preventive maintenance (PM) schedules; share monthly reports & ensure equipment release/completion.
- Support parts room organization and create purchase requisitions.
- Approve vendor invoices and manage work order utilization.
- Conduct workshop safety audits and toolbox talks.
- Assist with biweekly payroll reporting and customer billing processes.
- Follow up on subcontractor work and tire purchase orders.
- Contribute to a safe, efficient, and customer-focused operational environment.

What You Bring:

- 3–5 years of experience in administrative, operations support, or service coordination (ideally in a maintenance or industrial setting).
- Strong financial acumen and proficiency with MS Office; SAP/ERP experience is a plus.
- Excellent communication, organization, and problem-solving skills.
- Ability to work independently and as part of a team.
- High school diploma required; post-secondary education a plus.

♥ Why You'll Love Working with Us:

- **Be Part of a Thriving International Team:** Join a successful, growing company where you'll be valued and empowered to make an impact.
- **Quick Decision-Making and People-First Culture:** Work in a company that prioritizes its people and supports fast, effective decisions.
- **Growth-Focused Environment:** Enjoy opportunities for professional development and career advancement.
- **Competitive Salary and Benefits:** We offer a competitive salary based on experience.

Our Comprehensive Benefits Include:

- Health, Dental, Vision, STD/LTD, and Life Insurance, Employee Assistance Program (EAP)

- Generous Vacation and Sick Leave, plus a 401K with matching contributions
- UNLIMITED REFERRAL BONUSES – because we know great people know great people!
- We offer a competitive salary range of \$65,000-75,000 annually

Our company

At TCR Group, we are committed to revolutionizing the aviation industry by providing integrated solutions for Ground Support Equipment (GSE). Our services include GSE rental, leasing, and maintenance. With headquarters near Brussels and a team of approximately 1700 employees, we operate globally across over 200 airports in America, Europe, Asia Pacific, and the Middle East. Our dedication to excellence makes us a trusted partner for customers worldwide.

Do you think we could be a match? We look forward to meeting you.

If you are passionate about customer service, enjoy close attention to detail, and thrive in a collaborative environment, we invite you to apply for this exciting role.

Please note: We kindly request that agencies and recruiters refrain from contacting us regarding this job posting.