



BELL CHINA MRO - TEXTRON

POSITION TITLE: Maintenance Production Assistant
Qty: 1
DIVISION: Bell China MRO
DATE: April 2026
LOCATION: Zhenjiang, China

PRINCIPAL DUTIES & RESPONSIBILITIES:

- Manage the tool house, responsible for the daily management of tools and equipment, including receiving, inspection, counting, storage, identification, maintenance, calibration and distribution.
- Manage the spare parts, including the goods receipt in SAP with daily management and storage of spare parts and chemicals, including temperature and humidity control, incoming inspection, management of equipment certificates, marking, tags, outbound and inbound procedures, and monitoring of inventory items with tags.
- Assist engineers in packaging, shipping, receiving, warehousing inspection and file uploading of the repaired components.
- Assist engineers in basic maintenance activities when required.
- Other work assigned by the leader.

ORGANIZATIONAL RELATIONSHIPS:

The Maintenance Production Assistant reports to GM of Bell Asia

HUMAN RELATIONS:

Candidate should be a disciplined, confident, self-starter individual, that exhibits strong time-management and teamwork skills, to successfully execute the responsibilities of this position.

QUALIFICATION:

- College degree or above, major in science and engineering-related discipline.
- Proficient in Microsoft office software including Excel, PowerPoint .
- English level 3 or above.