



AIRCRAFT MAINTENANCE INPUT COORDINATOR, LUTON

Harrods Aviation is a widely recognised leader in the General (Private) Aviation industry. Renowned for our commitment to excellence, we pride ourselves on delivering the highest standards of customer service.

We are dedicated to employing only the very best individuals, those who share our passion for quality, professionalism, and exceptional client care.

Our Maintenance Operations team provides the engineering support, planning, and coordination needed to keep our business running effectively. From managing maintenance activities to resolving operational issues, the team plays a vital role in maintaining a safe, reliable, and customer-focused environment.

We are currently recruiting for an Aircraft Maintenance Input Coordinator to join our specialist team at our Luton base.

This is a permanent, full time role.

THE ROLE

Reporting to the Technical Services Supervisor, working as part of a small team, the Aircraft Maintenance Input Co-ordinator will be responsible for the co-ordination and general administrative oversight of maintenance inputs of aircraft, primarily for non-scheduled and at times scheduled maintenance, performed by Harrods Aviation engineering department.

You will be the point of contact with customers, other HAL departments and 3rd parties throughout the acceptance and performance of maintenance and in accordance with the Harrods Aviation Maintenance Organisation Exposition and company procedures, to provide the safe delivery of aircraft to agreed time frames.

Harrods AVIATION

You will be required to communicate with on-site engineers and support staff effectively and efficiently in order to provide daily updates to the customer at the highest level, liaising with third parties should the need arise, and manage the customers' expectations as required.

In the role, you will be involved from the initial point of customer contact, the production of the work packages through to the final audit of the paperwork working in accordance with the company work instructions to ensure the customer receives the best customer service, quality of product and within the agreed downtimes.

HOURS OF WORK

The successful applicant must be flexible and professional. The Luton base operates 7 days per week, 365 days per year. Opening and closing hours are based on the customer's requirements.

The average working week is 40 hours. This will be on a 4 on 4 off shift pattern., working 07:00 - 19:00. The standard shift is 11 1/2 hours, with a 30 minute unpaid break (total 12 hours).

You will be required to work as part of a team which will include working weekends and bank holidays.

Initial training will require a period working Monday to Friday.

The successful candidate will be expected to work flexibly, as the needs of the business require. On occasions, alternative working hours will be required.

THE SUCCESSFUL CANDIDATE

Previous experience of working within an Engineering or Technical Services environment would be beneficial.

Good computer skills (Microsoft packages, general working knowledge of systems) are a requirement.

Applicants should have an organised, adaptable and flexible approach with strong interpersonal skills and a diplomatic approach. You will be enthusiastic, willing to learn and maintain a professional appearance and manner, at times, in challenging circumstances.

They should be adaptable, proactive, and quick-thinking, as the nature of the business often presents unique and changing requirements.

Excellent communication skills are key to this role, combined with courtesy and integrity which are equally as important. Good administration skills and computer literacy are essential qualities.

You will need to hold the right to live and work in the UK and have a 5-year checkable history – either employment and/or education – to obtain an airport ID pass.

The role may, at times, be required to provide support at other locations, therefore a full UK driving licence is essential.

In accordance with Home Office guidance successful candidates will be required to evidence their right to work in the UK before commencement of employment. We do not hold a licence to sponsor this role under the Skilled Worker route. Candidates must therefore hold the right to work in the UK without employer sponsorship.

REMUNERATION

Up to £42,763 basic per annum plus £3,500 shift allowance.

BENEFITS

- Enhanced annual leave entitlements (dependent on shift pattern and pro-rated during first year dependent on start date)
- Holiday Purchase Scheme
- Happy Birthday Day
- Harrods Retirement Savings Plan Foundation (Contributory Company Pension) - AES
- Harrods Rewards Card (staff discount)
- Employee Assistance Programme
- Onsite Parking
- Full Uniform also provided.

HOW TO APPLY

If you feel you have the right experience and qualities to apply, please visit our Careers page and apply.

<https://www.harrodsaviation.com/jobs/aircraft-maintenance-input-coordinator>

Closing Date – 9th October 2026

Contact Name: Human Resources

Contact No: 01582 589347

No agencies please

We reserve the right to withdraw this vacancy and close applications before the specified closing date if an adequate number of suitable applications are received.

Owing to the high volume of applications, only candidates who meet the required skills and experience criteria will be contacted.