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Building safer skies together.

**Executive Assistant,
ATPL License Issuance
Location: Putrajaya**

Eligible candidates are encouraged to apply for the aforementioned position by submitting the application form, resume, academic qualifications and supporting documents via www.caam.gov.my/resources/announcements/career/. Kindly note that only applications submitted through **CAAM website** will be considered.

Application deadline is on **25th August 2026, at 11:59 p.m.**

*Recruitment is subject to available vacancies, and only shortlisted candidates will be contacted for interviews.

EXECUTIVE ASSISTANT, ATPL LICENSE ISSUANCE

Job Description

To provide administrative and operational support for flight crew licensing activities, including application processing, records management, document control, customer service, and licensing administration in accordance with CAAM procedures and regulatory requirements. The role is responsible for ensuring licensing records, supporting documents, and application workflows are managed accurately, efficiently, and in a timely manner to support personnel licensing operations.

Job Information

- **Department:** Flight Operations (Regulatory)
- **Job Position:** Executive Assistant
- **Type of Employment:** Permanent

Qualifications for Appointment

Candidates must possess the following criteria:

a) Citizenship

- Malaysian citizen.

b) Academic and Professional Qualifications

- A Diploma in a related field from a higher education institution recognized by the Government; and/or
- Minimum two (2) years of relevant aviation operational or regulatory experience would be an added advantage.

c) Skills and Competencies

- Ability to manage records and documentation accurately.
- Ability to perform data entry and database updates.
- Good organisational and administrative skills.
- Good communication and customer service skills.
- Ability to maintain confidentiality and integrity of records.
- Proficiency in Microsoft Office applications and electronic systems.
- Attention to detail and ability to work independently.