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Chicago Department of Aviation (CDA) – O'Hare & Midway International Airports Jobs — Airfield Compliance Records Assistant — Chicago, IL, USA

Description

An Airfield Compliance Records Assistant focuses on airport safety and regulatory records, an area worth understanding when considering Midway Airport Jobs in Chicago, IL, USA. Daily tasks can range from organizing airfield inspection documents to recording corrective action follow-ups and maintaining controlled safety files. A solid foundation in aviation compliance, document control, and safety reporting makes these tasks easier to handle.

Responsibilities

- Organizing airfield inspection documents.
- Recording corrective action follow-ups.
- Maintaining controlled safety files.

Qualifications

- Working familiarity with aviation compliance and document control.
- Comfortable with organizing airfield inspection documents and checking details before handover.
- Works carefully with sensitive information and follows established procedures.

Experience

Experience with aviation compliance through work, volunteer support, or projects is a useful foundation.

Skills

aviation compliance, document control, safety reporting, Airfield Compliance Records Assistant

Career Information

Explore Chicago Department of Aviation (CDA) – O'Hare & Midway International Airports career and organization information to find current openings and application instructions.

Hiring organization
Chicago Department of Aviation (CDA) – O'Hare & Midway International Airports

Employment Type

Industry
Airport & Aviation

Job Location
Chicago, IL, United States

Date posted
November 20, 2026

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