

JOB DESCRIPTION

Parts Clerk job description_A (3 pages)

Woodland Aviation
Job ID: Partclerk_A
Position Type: Full Time
Date Posted: April 30 2013

Parts Clerk

Job Summary:

You are responsible for multiple functions supporting the organization's logistics requirements and familiar with a variety of the field's concepts, practices, and procedures. You will report to the Logistics Supervisor.

Elements.

- Inventory accuracy
- Over - the - Counter Sales
- Dealer requirements
- Part return management
- Purchase order management
- Price negotiations
- Correct stocking levels
- Warranty Administration
- Part kitting
- Shipping & Receiving

Daily Priorities.

- Support of the service organization ensuring part requirements are met using a sense of urgency and accuracy.
- Daily purchase order management.
- Best pricing, terms and suppliers continually managed, negotiated and implemented for purchased items.
- Accurate and timely core and warranty management.
- Ensure support to the Chief Inspector for all required parts paperwork and documentation.
- Maintain a clean and organized work area.

Hours.

This is an hourly position. Our standard business hours are Monday through Friday 7:00 AM to 3:30 PM. You may be requested to work overtime without an advanced notice. You receive a half hour lunch and two fifteen minutes breaks.

Education & Training.

- High School Education
- Posses a valid driver's license.
- Minimum of 2 years logistics, parts ordering and inventory experience.
- Strong computer skills with a focus on data base management and Microsoft Office software.

Position Requirements.

- Properly identify, tag, organize and store aircraft components and customer property and equipment.
- Follow safe work practices when operating tools and equipment.
- Use digital libraries.
- Present and maintain a clean and neat work area to company and customers.
- Perform varied additional duties as assigned.
- Strong / professional communication skills.
- Excellent quantitative, analytical and organization skills.
- Lift or pull objects weighing up to 25 pounds.
- Step into, stoop, climb, and exit aircraft, work in awkward positions in tight space constraints and climb and use ladders.
- Follow all security and safety requirements and wear appropriate personal protection equipment.
- Must be able to work in a time sensitive environment.

Working Conditions.

Professional appearance is required for this position to meet expectations of corporate aviation. Occasionally you will sometimes work in unpleasant weather or conditions. You are expected to often work under time pressure to maintain schedules and to keep from inconveniencing customers. There is occasional overtime.

Significant Interfaces.

- Aircraft Owners
- Outside Service Organizations
- Director of Maintenance
- Shop Supervisor



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(KDWA)

parts

aircraft sales

avionics

maintenance

hangars

fbo

- Company Controller
- Chief Inspector

Traits and Characteristics.

- 100% customer service oriented
- Accurate, analytical and detailed
- Excellent verbal communication skills
- Polished demeanor and appearance
- Ability to work independently or in team environment
- Self motivated
- Sense of urgency
- Follow through and punctuality

To perform this job successfully, an individual must be able to perform essential duties satisfactorily, be able to read and interpret documents, procedures, safety rules, and procedure manuals. Must have the ability to write routine reports and correspondence.

Note.

The statements above are intended to describe the general nature and level of work being performed by people assigned to the job. They are not construed to be an exhaustive list of responsibilities, duties and skills required of personnel in the job. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.