

VACANCY AVAILABLE

Position : **Manager, Parts Warehouse**
Department : Helicopter Maintenance
Location : Rand Airport
Reporting To : General Manager Helicopter Maintenance

Please note that we will be considering INTERNAL and EXTERNAL applications for this position.

KEY PERFORMANCE AREAS

- Oversee the day-to-day operations of the parts warehouse, ensuring efficient and accurate receipt, storage and distribution of parts
- Monitor the timeliness and accuracy of fulfilling customer orders and requests. This includes measuring order processing time, on-time delivery, and order accuracy.
- Ensure compliance with aviation regulations, safety standards, manufacturer requirements as well as company policies and procedures
- Maintaining the Sales Register, this includes verifying that sales orders are properly recorded, invoiced, and reconciled.
- Effective inventory management to meet customer demand while minimizing excess inventory and stockouts.
- Initiate regular physical stock counts and reconcile to system and records to ensure accuracy.
- Monitor and control operating costs related to store management activities, including labour, overhead, and procurement expenses.
- Supervise warehouse staff, including hiring, training, mentoring and performance measurements.
- Gather feedback from customers regarding their satisfaction with store management processes, responsiveness to inquiries, and overall service experience.

REQUIREMENTS

- Grade 12
- Excellent leadership and communication skills, with the ability to effectively manage a team and collaborate across departments
- Minimum of 5 years proven experience in warehouse management, preferably in the aviation industry
- Computer literacy is essential.
- In depth understanding of aviation parts and components, including part numbers, specifications, exchange procedures and documentation requirements
- Knowledge of INCOTERMS would be advantages.
- Experience with computerized inventory and bin location systems is essential, experience on AMASIS and Navision would be advantageous.
- Solid understanding and experience in regulatory compliance with regards to parts import and exports (SARS, VAT, SACAA)
- Knowledge and requirements of HAZARDOUS materials storage and shipping essential.
- Must be familiar with quality, health and safety procedures.
- Must be prepared to work outside of standard working hours, in support of operational requirements.
- Must have knowledge of shelf-life limitations and management thereof as per industry norms.
- Qualification in First Aid, Fire Fighting and HAZMAT would be an advantage.
- Understanding of the freight industry and its workings would be an advantage.

PERSONAL ATTRIBUTES AND SKILLS

- Professional and mature person who is able to multitask effectively.
- Strong leader with excellent communication and negotiations skills.
- Pay careful attention to detail
- Able to work independently and with very little supervision
- Must be a methodical worker and be able to work well under pressure
- Must be able to use own initiative
- Deadline driven and understands the sense of urgency.
- Strong organisational skills
- Able to travel by car for work purposes and tolerate traffic congestion

If you feel you meet the requirements and would like to apply for this position, please note the following:

Please submit your CV for Consideration: [Click here.](#)

For a list of other available positions: [Click here.](#)

If you do not hear from us within 14 days after the closing date of the advertisement, please regard your application as unsuccessful.

