

Кампа башчысынын жардамчысы (experience in aviation warehousing)

1 500 USDдан баштап

Starlight Aerotech International

Иш тажрыйбасы: 1 жылдан 3 жылга чейин

Жумуштун түрү: Толук иш күнү

Билими: Магистратура

Иштөөчү шаарлар: Бишкек

Талап кылынган компетенциялар, билимдер, көндүмдөр:

Experience in aviation warehouse operations and inventory management.
Knowledge of aircraft spare parts, aviation oils, lubricants, and aviation documentation.
Proficiency in inventory control systems and MS Office applications.
Strong organizational, communication, and leadership skills.

Милдеттери:

Manage daily warehouse operations, including receiving, storing, issuing, and dispatching aircraft spare parts, aviation oils, lubricants, and consumables.
Ensure proper handling, identification, and storage of aviation materials in accordance with company and aviation industry standards.
Maintain accurate inventory records and perform regular stock audits, cycle counts, and reconciliations.
Monitor stock levels and coordinate with procurement and operations teams to ensure timely replenishment of inventory.
Verify incoming shipments against purchase orders and supporting documentation, ensuring quality and quantity compliance.
Prepare and process material receiving reports, issue vouchers, stock transfer documents, and dispatch records.
Ensure traceability and proper documentation of aircraft parts, including certificates, shelf-life items, and batch-controlled materials.
Coordinate the safe packing and dispatch of materials to customers, maintenance facilities, and operational locations.
Maintain warehouse cleanliness, organization, and compliance with safety regulations and company procedures.
Monitor the storage conditions of aviation oils, lubricants, and sensitive aircraft components.
Investigate inventory discrepancies and implement corrective actions to improve stock accuracy.
Generate inventory, stock movement, and warehouse performance reports for management review.
Train and supervise warehouse staff to ensure efficient workflow and adherence to procedures.

Coordinate with logistics, procurement, quality, and maintenance departments to support operational requirements.
Ensure compliance with aviation regulatory requirements and company quality management procedures.

Иш шарттары:

Experience in aviation warehouse operations and inventory management.
Knowledge of aircraft spare parts, aviation oils, lubricants, and aviation documentation.
Proficiency in inventory control systems and MS Office applications.
Strong organizational, communication, and leadership skills.

Бош орун жөнүндө:

Job Description:
Starlight Aerotech International is seeking a Warehouse Incharge with experience in aviation warehousing. The candidate should have knowledge of aircraft spare parts, aviation oils and lubricants, inventory control, stock management, receiving and dispatch procedures, and warehouse documentation. Strong organizational and communication skills are required.
