

Job Title: Transportation & Inventory Controller
Company: Willis Lease Finance Corporation
Location: Coconut Creek, FL
Department: Technical Services

Summary:

Support the transportation of Company owned, Managed Fleet aircraft engines, parts and spare components, to and from WLFC customers and facilities worldwide. Position will be responsible for contracting and management of delivery processes, including import and export transportation & compliance, coordinating the transportation program to ensure efficient and cost-effective delivery for both WLFC customers and stakeholders. The position also includes the inventory management of spare components, parts along with engine stands and their storage.

Responsibilities:

- Maintain the aircraft engine-shipping report to document the specifics of each aircraft engine in the Willis Lease portfolio including, but not limited to; location of engine if in storage or on lease with a customer, engine stand details, weight and dimensions, QEC status, and any other specifications which would allow the engine to transport without delay.
- Maintain and develop the Transportation Storage and MRO Database.
- Provide support to the Stand Leasing Program. Duties to include stock control, data management of inventories and photos and have a general knowledge of engine stands.
- Effective management of the engine database for each engine serial number, ensuring all transportation documentation of each engine movement, including but not limited to; a copy of the pertinent e-mail traffic, Commercial & Proforma Invoices, BOL's, AWB's, record of export filing and import summaries. Also recording of photograph of the departure and arrival of the engine in its stand correctly secured for transport by road, also inclusive of any boxes belonging to, and shipping with, the specific engine.
- Manage the transportation network including selecting and managing relationships with contract shippers. Work with shippers to continuously improve service levels to provide earliest possible deliveries at best cost. Take a proactive role regarding issues of billing, shipper performance, aircraft engine delivery, and claims reporting. In all cases respond to e-mails where shipping is discussed and proactively manage the information flow between Willis's customers and/or the destination "personnel" whether they are at an MRO, another customer or at a storage location.
- Review, approve and record carrier invoices to collect and analyze shipping data. Action resolution of disputed transport invoices. Where applicable recommend process improvements and develop an action plan to implement improvements, based upon analysis. Must proactively identify opportunities to maximize service and reduce costs.
- Review and record all Import Summaries (CBP Form 7501) and export AES filing in accordance with EAR compliance and record keeping.
- Inventory and control Company owned spare parts & components, perform audits ensuring accuracy and coordinate with the assigned Company technical personnel on a quarterly basis to determine what if any inventory should be scrapped.
- Maintain the associated technical documentation, traceability and certification with each component and parts.

- Ship components and parts to Vendors and/or Customers as required.
- Generate IATA Dangerous Goods Declarations for DG shipments by Air.
- Manage and renew the Continuous Bond with WLFC brokers.
- Other duties as assigned.

Qualifications / Requirements:

- Minimum of 5 years of experience within the logistics or transportation field.
- Ability to generate Customs documents and work with international shippers.
- Ability to support US domestic & international shipments of engines and parts.
- Ability to work independently while keeping deadlines.
- Minimum 5 years of experience with aircraft and/or engine parts inventories & engine stands.
- Minimum of basic knowledge of aircraft and engine components and parts.
- Ability to recognize erroneous and/or missing technical documentation.
- Proficiency in Microsoft Word and Excel.
- Experience creating proactive procedures to enhance customer relations and have strong analytical and communication skills.
- Must be highly organized and have excellent attention to detail, as well as flexibility and a willingness to take on a variety of task.
- Ability to work well with minimal supervision.
- Weekend support on a scheduled basis.

Travel/Misc.:

- None.