

**Job Title:** Warehouse Operative  
**Company:** Willis Asset Management Limited  
**Location:** Bridgend, UK  
**Department:** Compliance  
**Reports to:** Warehouse Team Leader

### Summary:

An appropriately experienced individual with a proven track record in the aviation industry, material receipt / inspection and dispatch of aviation equipment and materials, stock control of aerospace materials and consumables, control of calibrated equipment and the controls expected of known Consignor and custom status. The individual must be organised, flexible, self-motivated along with compliance driven.

### Responsibilities:

All activities associated with the receipt, storage and dispatch of material to and from the warehouse. Filing asset and material paperwork conscientiously in an orderly manner. Provide operational support as necessary to bring the assets (engines and engine transportation stands) to and from the workshop together with ensuring the necessary tooling, materials and support equipment is available in a timely manner to support the engine maintenance activities.

The post holder will be expected to gain and maintain applicable company approvals to perform these activities and ensure all activities are carried out in accordance with company procedures.

### Warehousing:

- Provide assistance to Engine Maintenance Services when requested in the movement of assets and material to the warehouse
- Managing the physical control, movement and accuracy of inventory owned and managed by WAML
- Ensuring all racking and storage locations are well maintained and accessible at all times
- Where required, carry out Physical Inventory (PI) count checks on material to ensure appropriate storage conditions are maintained
- Perform monthly humidity checks on engines within storage and record/report appropriately
- Perform the movement of customer assets including aero engines between the warehouse and workshop together with loading to and off transport vehicles
- Performing preservation wrapping of aero engines.
- Control of consumable materials such as oils and greases that are necessary in the maintenance of the assets
- Stock control of expendable and consumable materials
- Picking, packing and dispatching materials
- Workshop husbandry such as emptying of FOD bins and cleaning of oil spills
- Perform Anti-corrosion checks on the little used equipment
- Raising Purchase Orders for material as required.
- Conduct daily use inspection checks on workshop / warehouse equipment
- Bag and Tag of Tear down Engine Material
- Upload of parts from Maintenance Services Engines to Quantum