



Job Description

Position	Warehouse Operative
Team	Compliance / Warehouse
Responsible Director	Compliance Director
Responsible Team Leader/ Line Manager	Warehouse Team Leader

Candidate Profile

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.

Summary of Role;

The post holder will be responsible for the following key areas:

Warehouse Support: 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.

Principal Responsibilities and Activities:

Area of activity	Responsibility
Warehousing	<p>Responsible for:</p> <ul style="list-style-type: none"> • 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 • Picking, packing and dispatching materials • Workshop husbandry such as emptying of FOD bins and cleaning of oil spills • Stock control of expendable and consumable materials • Perform Anti-corrosion checks on the less 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
Quality Standards	The post holder should have an understanding and appreciation of company procedures.
Health and Safety	The post holder must be aware of their responsibilities with regards to H&S, by ensuring that company policies and procedures are adhered to.

WAML Corporate Values	The post holder will be expected to conduct all activities on-site in accordance with company values. Work flexibility and a “can do” attitude (whilst maintaining compliance requirements) are key characteristic given the multifaceted nature of this position.
Communication and Collaboration	Post holder must ensure that effective lines of communication and collaboration are maintained.

The Post holder will be expected to carry out any other duties allocated that are appropriate to the grade and nature of this post.

Job Descriptions will be reviewed and discussed annually in line with the Staff Appraisal procedure.