



**Job Title:** Purchasing & Materials Coordinator  
**Company:** Willis Aviation Services Limited  
**Location:** Bridgend, UK  
**Department:** Materials & Services  
**Reports to:** Planning & Records Supervisor

**Summary:**

The purpose of the role is to purchase and organize all materials required to perform Part-145 maintenance activities for Willis Aviation Services Limited.

**Responsibilities:**

- Coordinating and processing internal requests for purchase orders.
- Sending purchase orders to suppliers and liaising on their fulfillment.
- Tracking the status of orders and chasing outstanding orders with suppliers to meet required deadlines.
- Liaising with the Finance team to ensure invoices are obtained and processed for payment or reference.
- Arrange transportation of materials and expedite deliveries with couriers as required.
- Processing queries and any rejected materials.
- Building relationships with existing and new suppliers.
- Keep relevant data up to date within the production planning & inventory control system (AvSight).
- Perform any additional duties or tasks as directed by the Planning & Records Supervisor.
- Actively support and promote a positive safety learning culture through the reporting of occurrences and potential hazards and by adopting continuous improvement and human factors principles with their work.

**Qualifications/Requirements:**

- Previous experience in a purchasing role. (Aviation experience desirable).
- Knowledge and understanding of applicable Part-145 and Part-M/CAMO requirements.
- Experience in production planning & inventory records systems (e.g., AvSight, AMOS, OASES).
- Knowledge of Human Factors.
- Key skills.
- Planning & organizational skills.
- Attention to detail/analytical.
- Communication (written and verbal).
- Interpersonal skills/team player and stakeholder (internal & external) liaison.

**Travel/Misc.:**

- None.