



Job Description

Job Title:	Purchasing & Materials Coordinator
Department:	Aircraft Maintenance
Team:	Planning & Records
Reports to:	Planning & Records Supervisor
Location:	Teesside International Airport

Summary

The purpose of the role is to purchase and organise 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 fulfilment
- Tracking the status of orders and chasing outstanding orders with suppliers to meet required deadlines
- Liaising with Finance team to ensure invoices are obtained and processed for payment or reference
- Arrange transportation of materials and expediting 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

Requirements

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

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 Scheme.

*WAML are committed to equal opportunities and have an Equality and Diversity policy in accordance with legislation and all appointments are subject to pre-employment checks including references and a Disclosure and Barring Service check.