



Job Description

Job Title:	Stores Manager
Department:	Aircraft Maintenance & Storage (AMS)
Team:	Stores
Reports to:	Base Maintenance Manager
Location:	Teesside International Airport

Summary

This role is primarily responsible for managing the main stores at the Teesside facility to ensure all parts, materials, tooling and equipment are booked in and controlled in accordance with company approved procedures.

Responsibilities

- Manage and support the team with delivering robust parts, material, tooling & equipment control in accordance with regulatory requirements and company procedures.
- Develop, continuously improve and implement effective stores & tooling control processes and procedures to meet regulatory requirements and applicable business needs.
- Ensure that all parts, materials, tooling and equipment are booked into stores in accordance with company approved receipt inspection procedures.
- Ensure that all parts, materials, tooling and equipment are stored, packed, handled and located correctly in accordance with company, OEM and any applicable regulatory requirements.
- Carry out quality inspections and goods receiving of all items and equipment received where authorised, in line with company procedures and regulatory requirements.
- Prepare and co-ordinate the despatch of items and equipment with correct documentation, in a timely manner, using correct and cost effective mode of transportation, recording and filing all necessary generated paperwork in an efficient and expeditious manner.
- Maintain accurate records of all transactions, both manual and computerised, including inventory, transportation of parts, repair requisitions, delivery notes, airway bills, purchase orders and export documentation.
- Ensure that work is carried out to a high standard at all times with particular regard to aircraft safety.
- To learn about and have full knowledge of the handling, packing, shipping and storage of dangerous and hazardous goods.
- Maintain and control stock levels and to carry out stock checks on a regular basis.
- Maintain good housekeeping within the stores environment at all times.
- Ensure that the security of stores is maintained and that only authorised personnel are permitted entry.
- Act as responsible manager for any non-conformances/compliances raised against the stores & tooling control system ensuring root cause is identified and any corrective/preventative actions are implemented effectively.
- Attend and collaborate with internal and external production planning meetings as required.
- Perform any additional duties or tasks as directed by the Base Maintenance Manager.
- 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

- Minimum of 5 years' practical experience in a civil aeronautical stores / logistics environment performing stock inventory control and receipt/dispatch of aircraft parts
- English Language proficiency (Written & Spoken)
- Acceptable Stores Regulatory Training (e.g. AML modules, ATA Spec 300, Part-145 Regulations)
- Human Factors training
- Knowledge of Maintenance Organisation Exposition and associated procedures
- Dangerous Goods training

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.

WASL 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.