



**Job Title:** Stores Person  
**Company:** Willis Aviation Services Limited  
**Location:** Bridgend, UK  
**Department:** Materials & Services  
**Reports to:** Stores & Tooling Supervisor

**Summary:**

Maintain the Teesside Hangar 2 store facilities including goods receiving, allocation of goods, and return of items. As a Goods-In inspector, you will have responsibility for the receiving inspection of components, parts, materials, and tools as well as storage in line with OEM recommendations and UK CAA/EASA regulations.

**Responsibilities:**

- Carry out inspections of all goods received, ensuring correct condition and paperwork requirements are met.
- Monitoring of all Part/Consumable stock levels and shelf life, escalating within the Supply Chain as required.
- Ongoing monitoring of the Store Operation effectiveness – supporting the Lead Store Person with adaptation and creation of procedures to support.
- Work with the Lead Store Person and Tooling Specialists to perform periodic checks of tooling, managing the inventory, and maintaining appropriate records.
- To prioritize and prepare aircraft parts as directed in preparation for maintenance inputs.
- To support the cleanliness, tidiness, and upkeep of Hangar stores.
- To support the day-to-day running of Hangar stores.
- Understand and be able to effectively operate the maintenance system.
- Ensure workplace health and safety standards are met.
- Ensure Dangerous Goods Awareness is always applied.
- To maintain the store's area in an orderly manner.
- Comply with company procedures for material handling.
- Ensure delivery and received materials are well stored in the proper location in the warehouse.
- Perform any additional duties or tasks as directed by the Stores & Tooling 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:**

- Knowledge and understanding of applicable Part-145 and Part-M/CAMO requirements.
- Previous store experience desirable.
- Knowledge of HF, EWIS, & FTS.

## Job Description

- Key skills:
  - Attention to detail/analytical.
  - Communication (written and verbal)
  - Interpersonal skills/team player and stakeholder (internal & external) liaison

### **Travel/Misc.:**

- None.

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.