

JOB DESCRIPTION – Inventory Operations Manager

Name of Host Worksite: Commercial Aircraft Interiors
Type of Business/Organization: Manufacturer
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Job or Project Title: Repair Station Technician

Worksite Location (where the work will take place): 1600 Port Drive, Burlington WA

Number of Interns: 1

Number of Supervisors on Project: 1

Send Resume to: hr@cai.aero

JOB or PROJECT DESCRIPTION

The incumbent will provide direct oversight, leadership, and accountability for the Inventory Operations department. Deliver quality projects, safely, on time, and within budget Schedules, coordinates, and supervises the work of all departmental operatives and functions, to include Purchasing, Inventory Control, Shipping & Receiving, Stores & Warehouse and fleet management.

Serves as a key stakeholder and displays ownership of the department's ability to demonstrate compliance with the AS9100 Quality Manual, Repair Station & Quality Control Manual, Training Program Manual, Production Approval Manual and NADCAP requirements, as applicable. Understands the relationship between the SAE Aerospace Standard and supplementary documents. Actively participates in monitoring, auditing, development and implementation of measures designed to provide objective evidence of conformity.

Work Schedule – estimated schedule - Days / Hours per Day:

Start Date: 7:30 am

End Date: 4 pm

Monday - Friday

DUTIES AND RESPONSIBILITIES – List the specific duties and tasks which will be the regular function and responsibility of the Trainee:

- Serves as the main point of contact to both new and established vendors. The criteria for selection of a vendor includes vendor capabilities, historical performance, price and delivery specifics, as well as the ability to develop alternate sources.
- Dispatches and schedules drivers of fleet vehicles for pick-up or delivery of product/material. Manages the maintenance schedule of the vehicles, repairing as necessary to meet DOT (Department of Transportation) requirements.
- Participates in RFQ (Request for Quote) activity as it relates to the sourcing of a "best price".
- Evaluates contractual terms and conditions to ensure they align with company objectives.

- Performs expedites on both incoming and outgoing product, as required.
- Ensure compliance with company standards, regulatory and contractual requirements as they relate to the receipt, storage of and issuance of product from either Stores or other warehoused location.
- Ensure packaging adheres to industry standard practices and customer requirements and that international shipments are made in accordance with U.S. trade compliance regulations.
- Maintains an adequate supply of consumables.
- Maintain a Shelf Life Program to manage product subject to deterioration or expiration.
- Executes departmental work plans in conformance with company policies, procedures, regulations, best practices, management objectives, priorities and financial impact to the business. Supports interdepartmental cooperation.
- Reads, interprets and adheres to drawings, blueprints, commercial aviation wire diagrams, manufacturing specifications, work instructions, regulations, manuals, and quality procedures.
- Designs and implements effective workgroups and systems and proactively drives the progress of work.
- Drives On-Time-Delivery (OTD) and Quality metric targets; seeks opportunities to increase productivity and eliminate waste.
- Attends and participates in management meetings and reports on key metrics. Reports performance statistics up the chain of command and recommends strategic changes.
- Resolves personnel and employee relations issues and performs annual employee reviews.
- Recruits, hires, mentors, manages, and trains employees and assists them in performance improvement and accomplishment of business objectives. Ensures department personnel receive job relevant training.
- Liaises with customers, suppliers, and third parties as necessary, including monitoring the progress of work.
- Exemplifies good work practices, behaviors, and leadership traits; operates with integrity, treats others with respect, demonstrates reliability and teamwork, initiative and creativity, problem-solving and decision making.
- Demonstrates clear and effective communication, both verbal and written. Prepares, maintains, and submits accurate paperwork as required, including job reports, timekeeping records, etc.
- Adheres to all applicable environmental, safety and health, and operations procedures and directives. This includes the proper use of personal protective equipment in accordance with manufacturer specifications, Safety Data Sheets (SDS), and company guidelines.
- Ensures job site safety promotes safe work practices and rectifies job site hazards; including clean work areas.
- Reads, understands, and interprets the lockout/tag-out indicators in the work area.
- Knows, understands, and adheres to Company organizational policies and procedures; aligns with and represents the Company mission, vision, and core values.
- Performs other related tasks as assigned, some of which may become essential to the position.

REQUIREMENTS:

OCCUPATIONAL SKILLS– *List the minimum occupational qualifications initially required to do the work:*

- Clearly reads, writes and understands English.
- Demonstrated abilities in problem-solving, critical thinking, and basic mathematics.
- Good organizational skills and a high level of attention to detail.
- Good interpersonal and communication skills.
- Possess and demonstrate thorough understanding and a working knowledge of all phases of the job.
- Must be able to pass a DOL/FAA drug screen.
- Demonstrated abilities in problem-solving, critical thinking, and mathematics.

- Developed organizational skills and a high level of attention to detail.
- Exceptional interpersonal and communication skills and a demonstrated ability to motivate and lead by example, fostering a culture of positivity and encouragement.
- Skilled in the use of Microsoft Office programs (i.e Outlook, Word, Excel).
- Ability to operate company vehicles. Requires a clean driving record and a valid driver's license.

Preferred Skills and Abilities:

- 2-5 Years (L2), 5-8 Years (L3), 8+ Years (L4) of experience in a related job role;
- Or any equivalent combination of education, training, and experience which demonstrates the ability to perform the duties and responsibilities as described, including an internship in relevant trade.
- Knowledge of safety requirements.

Preferred Knowledge and Experience:

- High School Diploma/GED and technical/associate's degree.
Experience working in aerospace with trade terminology and nomenclature.

List the specific workforce and occupational skills which will be learned:

- Physical Requirements: While performing the duties of this job, employees are regularly required to sit, walk, stand, bend, crouch, crawl, and twist. Reach, push, and pull with hands and arms. Lift up to 50 pounds. Talk and hear, both in person and by telephone.
- Mental Requirements: Employees are regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with staff, the public.
- Working Conditions: 100% of work takes place inside an industrial office/warehouse environment. Employees work in close proximity with moving machinery, mechanical parts, and vehicles and may have exposure to prolonged loud noise, which can include sirens, horns, and tooling. Employees may handle hazardous material or have exposure to toxic or caustic chemicals, biological hazards, and airborne fumes. The noise level is usually mild to moderate 75% of the time.
- **DRESS CODE** - *Indicate appropriate attire including any safety gear required for the worksite.*
- No open toe shoes.
- Must be able to wear safety equipment, including a respirator, steel toe boots, as required.

EQUIPMENT PROVIDED – *Describe any applicable equipment, tools, and machinery the Intern will use, and applicable safety procedures for your workplace:* Various hand, power and measuring tools.

JOB SITE TRANSPORTATION NEEDED – *Explain what transportation, if any, will be necessary; vehicles provided and estimated miles round trip:* Company vehicle available during work hour to perform required duties.

CONTINGENCY PLANS – Alternate plans for the trainee when conditions prevent work from proceeding on the project, e.g.: weather conditions, accelerated completion, etc. Trainee will be sent home with no compensation once a minimum of 4 hours have been completed.

ON SITE TRAINING AND FORMAL TRAINING – *Trainee will receive hand on training from Senior Techs and other experienced employees. Training received will be transferable after 6 months of continuous apprentice training.*

ADDITIONAL PROVISIONS –

Authorized Signature

Print Name

Date

Title