

JOB PROFILE – Aircraft Parts Coordinator



Do you have experience in a supply chain team? Are you looking to work for one of Canada's Best Managed Companies? Do you enjoy working with a close team of supportive professionals? Do you want to commit to an organization with an outstanding record for safety and reliability? Are you searching for an employer who provides amazing perks and works hard to provide a work life balance and stability for their employees? If so, look no further!!

WORK HOURS:	Varies according to operational needs, currently four 10-hour shifts per week. Weekends and/or evenings may be required.
LOCATION:	5400 Airport Road South, Richmond, BC, Canada
TERM:	Full-Time Regular (Permanent)
BENEFITS:	Competitive wages, training and opportunities for growth, extended medical, dental, life, and disability insurance, flight perks (including buddy passes and global inter-airline partnerships), revenue share, RRSP matching program, discounts at local restaurants and travel partner organizations, personal use of automotive garage, uniform and shoe allowance, staff events and much more!

The Aircraft Parts Person is responsible for coordinating and documenting the movement of our aircraft parts, ensuring the accuracy and completeness of inventory and assisting in the daily operations of the department.

We are looking for someone who:

- Is a great team member with a strong work ethic who will contribute to our values of safety, teamwork, integrity, and customer service.
- Enjoys working behind the scenes and understands the importance of the details, but who is also able to see the big picture.
- Can work without supervision and is self-motivated.
- Enjoys both the paperwork and the hands-on aspects.
- Thrives performing tasks that are both repetitive and varied in nature.
- Is comfortable with a variety of shift hours.
- Is proud of the work they do, an integral part of helping to maintain our beautiful fleet of aircraft in a great company.

Your responsibilities would include:

- Coordinate, document and release the requested parts/ inventory.
- Coordinate and document returned parts/ inventory for repair, disposal or re-inventory.
- Document and track missing inventory.
- Liase with Maintenance engineers and other stores staff regarding requests and ensure timely delivery.
- Arrange transport of parts to domestic bases.
- Conduct, maintain stock inventory and organize and clean as required.
- Assist as the relief purchaser, closing of old purchase orders, and vendor auditing.
- Perform other administrative and inventory duties as required.

You would bring these qualities and abilities:

- Meticulous attention to detail with strong organizational abilities.

- Clear and proven ability to provide superior customer service.
- Must be willing to work weekends, holidays, evenings and other days to cover required shifts.
- Previous experience in aviation and/or an industrial environment is a strong asset.
- Ability to work collaboratively within a team environment as well as independently.
- Working knowledge of Windows based operating systems.

Please submit a resume and cover letter showing how your skills and experiences specifically relate to the job qualifications and abilities.

ABOUT HARBOUR AIR AEROSPACE SERVICES LTD.

- Our Approved Maintenance Organization (AMO) was created almost 30 years ago and most recently went by the name Aeroflite International Services Ltd. It is recognized around the world as one of the leading authorities of the DeHavilland product. Department wide, our people have been working on and around aircraft for close to a millennium. The Purchasing/ Stores department supports the aircraft maintenance as well as general company operations.

ABOUT HARBOUR AIR GROUP

- Launched in 1982, Harbour Air is North America's largest seaplane airline. It flies more than 450,000 passengers annually, including commuters and tourists throughout coastal British Columbia.
- Our people are the backbone of our organization, and we are committed to creating a culture that inspires one another to achieve extraordinary success. We have regularly been honored as the recipient of numerous awards including Canada's Best Managed Companies, BC's Top 55 Employers, and Canada's 10 Most Admired Corporate Cultures.

APPLY NOW: Email your resume to jobs@harbourair.com quoting 25-05# - Aircraft Parts coordinator. **"Please state your expected salary range in your cover letter"**.

As only short-listed candidates will be contacted, we thank you in advance for your interest in this position

DEADLINE: Open until filled

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Harbour Air is an equal opportunity employer, we are committed to Diversity and Inclusion and value a diverse workforce. Together, we continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees. It fuels our innovation and connects us closer to our customers and communities we serve.

Harbour Air is committed to developing a barrier-free recruitment process and work environment. Accommodation in relation to the job selection process is available upon request. If you require any accommodation, please email us and we'll work with you to meet your accessibility needs.