

JOB PROFILE – Aircraft Parts Coordinator

WE'RE LOOKING FOR AN EXCEPTIONAL 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:	Days and hours vary depending on operational requirements, 4 ten hour shifts per week
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!

RESPONSIBILITIES

- Coordinate, document and release the requested aircraft parts, components, tools and supplies.
- Coordinate and document returned parts/ inventory for repair, disposal or re-inventory.
- Open, track and close internal repair job cards.
- 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.
- Quote, sell, ship, and collect payment for part sales to external customers
- Perform other administrative and inventory duties as required.

QUALIFICATIONS/ EXPERIENCE

- Prior experience in a supply chain department.
- Ability to multi-task and prioritize assignments in a fast paced and safety sensitive environment.
- Excellent communication skills with good command of English both written and spoken
- Ability and desire to work in a team-based environment.
- Committed to the four values of our company – Safety, Innovation, Customer Service and Team Spirit.
- Experience using an ERP system, committed to successful implementation of new software and hardware to manage inventory and the shipping process.
- Ability to lift 50 lbs and perform active tasks.
- Valid driver's licence
- Proficient ability in Excel and word processing systems.
- Aviation and/or industrial experience is an asset.

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 honoured 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 and cover letter to jobs@harbourair.com quoting 22-47

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. Accommodations in relation to the job selection process are available upon request. If you require any accommodation, please email jobs@harbourair.com and we'll work with you to meet your accessibility needs.