

# Aurigny Air Services

## Stores Assistant

### **Introduction:**

To control all spares issued to Aircraft Engineers and Technicians, record incoming deliveries, and capturing in the system, whilst ensuring adequate stocks are maintained at all times. Manage faulty products for return to suppliers, and items from Engineering that are to be sent for repair in a timely manner.

**Reporting to:** Supply Chain Manager

**Location:** Guernsey

### **Main Duties:**

- Control all the spares used by Aurigny Air Services aircraft which covers items as diverse as nuts and bolts to aircraft engines.
- Control stock OASES stock system
- Quick and efficient identification of parts and location in stores for issuing to Engineers.
- Receiving parts deliveries and booking parts into the stores system.
- Demonstrate and apply the rules by which parts are accepted into the Stores and booked onto the systems.
- Maintaining the various databases that control receipts, deliveries, parts given into stores that need to be sent for repairs
- Delivering and collecting freight from the airport freight sheds
- Packing and shipping parts being sent away for repair.
- Contacting suppliers and placing orders to support Aircraft on the Ground (AOG) to ensure quick and speedy delivery of items
- Identifying routes for items to be delivered to Guernsey (via UK or worldwide)

### **Skills and Attributes:**

- Driving license/ Forklift
- Knowledge of material handling and stores processes
- Accurate working standards
- Excellent communication and teamwork skills
- Quality, safety, and customer focus
- Ability to work in a versatile and dynamic environment.
- Verbal and written fluency in English
- Knowledge of Office365 and other relevant computer systems.
- Basic knowledge regarding environmental regulations

- Basic knowledge of customs and shipping in and outside EU
- Purchasing experience

**Professional and/or regulatory requirements:**

- 5 Year of employment history and satisfactory Basic Police Disclosure to obtain an Airside pass for Guernsey airport
- Full driving license

**About you**

Friendly, approachable, keen to support your colleagues and the Company wherever possible and beyond the requirements of your role. You will take pride in delivering a high level of customer service both internal and external and be willing and able to adapt to change. A supporter of our values both internally and externally is paramount to you succeeding within our Company.