



Summary

Job Title
Inventory, Receiving & Shipping Specialist

Department
Fabrication

The **Inventory, Receiving, & Shipping Specialist** position is responsible to provide all aspects necessary in the coordination of the flow of incoming and outgoing parts and materials within the company. Responsible to ensure the timely ordering and follow up of incoming and outgoing material. Ability to maintain accuracy of all documentation and computer transactions.

Reports To: **VP of Fabrication**

Responsibilities & Authorities:

- Coordinates incoming and outgoing parts and materials.
- Knowledge of proper packaging requirements and shipping methods.
- Maintains accuracy of documentation and computer transactions.
- Ensures documentation is filed accurately and in a timely manner.
- Performs follow-up of all materials received and shipped to verify there are no delays.
- Assists in all aspects of inventory control and monitors for accuracy.
- Labels and stocks inventory.
- Manages shop supplies.
- Retrieves items and routes to appropriate work area in a timely manner.
- Performs follow-up for missing or damaged items.
- Other duties may be assigned, as necessary.

Key Responsibilities

RESULTS

Safety & Organization	36%
<ul style="list-style-type: none"> • Follows and complies with all safety and company work rules and regulations, including Drug and Alcohol Testing Policies. • Maintains safe work habits and adheres to correct use of proper personal protective equipment. • Safety training has been completed in accordance with company requirements. • Aware of surroundings and avoids potential hazards or dangerous situations. • Maintains an awareness of safety sensitive work and surroundings. Responsible to identify potential and actual hazards and mitigate damage to persons and property. • Safely packs and prepares items for shipment, ensuring cost-effective courier services. • Responsible to maintain detailed descriptions in software and appropriately track times. • Adheres to attendance requirements and time-off request notices. 	
Quality	34%
<ul style="list-style-type: none"> • Works efficiently and independently with minimal supervision within defined quality standards to ensure timely completion of projects. • Effectively and proficiently adapts to changing tasks and project requirements. • Seeks out opportunities to build new skills. Develops good work habits to ensure a high quality of work is accomplished. • Identifies the most efficient way to safely complete assigned tasks according to team production schedule. • Identifies and suggests ways for the company to improve the efficiency and quality of operations. • Supports continuous improvements and efforts to make positive changes in the organization. Effectively participates in the implementation of these efforts. • Monitors conditions and acceptance of incoming deliveries and shipments. 	
Technical & Systems Knowledge	30%
<ul style="list-style-type: none"> • Seeks out and uses technical resources in the appropriate format. • Effectively and proficiently uses computer-based and online software and systems daily. • Effectively and Proficiently navigates Aircorps' online and physical libraries to access parts information and other resources as necessary. • Effectively and proficiently uses Fishbowl and/or BuildBook to communicate stock levels with other team members, maintain relevant compliance data, and monitor task completions. • Inputs and updates all receiving data (BuildBook & Fishbowl) • Processes, inputs, and updates inventory data. • Electronically schedules and tracks shipments through various carriers. 	
Total	100%
CORE VALUES	
Teamwork	20%
<ul style="list-style-type: none"> • Places the importance of the team's common goals above their individual achievement • Contributes to an environment of free flowing communication that helps us collaborate • Works well with others and supports the people on their team 	
Integrity	20%
<ul style="list-style-type: none"> • Does the right thing, even when no one is looking • Honors commitments and accepts responsibility for their actions • Demonstrates personal accountability to co-workers by fulfilling their role on the team 	
Excitement	20%
<ul style="list-style-type: none"> • Displays energy, passion, and enthusiasm for their work • Shows a strong desire to learn new things and improve their professional skill set • Seeks out and uses new technology or ideas to improve the effectiveness of their work 	

Stewardship	20%
<ul style="list-style-type: none">• Embraces a responsibility to preserve history, honor veterans, and serve our community• Completes work in a responsive manner to ensure our customers receive reliable and dependable services• Focuses on customer-oriented actions that will build strong, long-term relationships	
Quality	20%
<ul style="list-style-type: none">• Does their part to maintain world class craftsmanship and service for our customers• Does not cut corners or take shortcuts; completes the job right the first time• Takes pride in their work and holds themselves to a very high standard of performance	
Total	100%

Requirements

Qualifications:

- Be able to read, write, and speak English clearly.
- Excellent organizational and planning skills.
- Must be able to lift and pull objects weighing up to 50 pounds at a time.
- Must have visual acuity to inspect incoming packages and identify defects.
- Operates a variety of mechanical lifts, including forklifts.