

ABOUT JET EAST CORPORATE AVIATION

Jet East is a corporate aircraft maintenance company dedicated to providing our customers with aircraft maintenance service that is worry-free, on time, and second to none. We service a vast array of aircraft, providing services ranging from routine inspections to the most unique and challenging repairs. As the leader in mobile AOG maintenance in the Northeast United States, we routinely service airports located in New Jersey, Pennsylvania, Delaware, New York, Maryland, Virginia, West Virginia, North Carolina, Rhode Island, Connecticut, New Hampshire, Maine, and Vermont. Our central locations at both Trenton Mercer (TTN) and Philadelphia International (PHL) airports place us conveniently within reach of our customers who choose to utilize our hangar facilities.

JET EAST EMPLOYMENT BENEFITS

Our employees are our greatest asset. It is with this in mind that we strive to offer a wide array of options to benefit our employees' health and well-being. Eligible employees may take advantage of and participate in the following programs:

- Paid time off
- Health Insurance
- Dental coverage
- Vision coverage
- 401(k) plan with company matching

COURIER / STOCKROOM ASSOCIATE

This position is responsible for assisting with coordinating the supply of aircraft parts, tooling, and other supplies to our work locations in the north-east region. These materials are critical components to the successful completion of time-sensitive aircraft repairs conducted in the field. The associate will be required to display a professional demeanor and project this atmosphere to our customers and vendors while working in sometimes unfamiliar locations throughout our region.

While at our home base this person will perform other support functions for the company's logistics and supply chain operation to include shopping for parts, shipping and receiving, and inventory control.

The successful candidate for this position will be a safe driver with an attention to detail and effective organizational and time management skills. One to two years of experience in logistics is preferred, but not required.

ESSENTIAL JOB FUNCTIONS

- Courier parts and supplies between bases of operation and vendor warehouses as necessary within the assigned geographical region
- Utilize all available resources to research and shop for parts and supplies
- Order parts and supplies as required for aircraft maintenance and stock
- Assist with physical inventory counts
- Shipping and receiving
- Perform receiving inspections IAW FAA and Jet East Certified Repair Station guidelines
- Clean and organize the parts room
- Sort and deliver mail as required