

## 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

## **MATERIALS COORDINATOR**

This position is primarily responsible for coordinating the supply of aircraft parts and other supplies as required for operations. These materials are critical components to the successful completion of time-sensitive aircraft repairs conducted at home and in the field. This position will have an active role in ensuring the company's inventory costs are effectively managed. This person will be required to display a professional demeanor and project this atmosphere to our customers and vendors.

The successful candidate for this position will be a safe driver with an attention to detail and effective organizational and time management skills. Five to seven years of experience in logistics or warehouse operations is required.

## ESSENTIAL JOB FUNCTIONS

- Inventory control
- Maintenance of inventory database to ensure accuracy of part numbers, descriptions, reorder levels, minimum stock requirements, etc.
- Assist the stockroom manager to ensure that physical inventory counts are completed as required
- Monitor shelf life of parts and materials to ensure compliance with manufacturer recommendations and limitations
- Fulfill materials requests by utilizing all available resources to research and shop for parts and supplies
- Coordinate the shipping and receiving of tools to our technicians in the field
- Ensure that parts are ordered in a timely and cost effective manner
- Carefully track cores to ensure they are returned to our vendor or customer as required
- Shipping and receiving
- Perform receiving inspections IAW FAA and Jet East Repair Station guidelines
- Clean and organize parts room