ADMINISTRATOR WAREHOUSE (TOOL STORE)

DESCRIPTION
ExecuJet MRO Services is currently seeking a suitably qualified person to fill a vacancy, based at Lanseria International Airport. The main objective of the position is to ensure effective tool control and controlling of all aircraft consumable requirements.

RESPONSIBILITIES

- Issuing and acceptance of tools and equipment
- Monitoring of calibration of tools and access to the tool store
- General housekeeping of the tool store
- Controlling of aircraft consumables
- Controlling of tools and GSE serviceability and repair
- Assist with ad hoc task as assigned by the relevant manager

EXPERIENCE & QUALIFICATIONS

Essential

- Grade 12
- Microsoft Office (Word, Excel, Outlook)
- Good understanding of aviation industry, specifically aircraft tooling
- 4 Years or more experience working in Logistics environment

Desirable

- Relevant qualification

PERSON SPECIFICATIONS

- Good communication and interpersonal skills
- High levels of responsibility and client focused
- Professional approach towards allocated duties
- Self-disciplined, with good planning and organising skills
- Ability to adapt (being flexible) to working conditions
- Ability to work independently and within a team