



<https://www.execujet-mro.com/job/stores-coordinator-dubai/>

STORES COORDINATOR (DUBAI)

DESCRIPTION

ExecuJet MRO Services is currently seeking a suitably qualified person to fill a vacancy based in Dubai. The main objective of the position is the performance of all stores functions in support of aircraft and component maintenance activities, including parts sales and repairs.

RESPONSIBILITIES

- Performing all stores functions and activities independently and efficiently in any given shift;
- Ensuring expired parts and tools are removed from service and processed for disposal or repair;
- Receiving incoming and processing outgoing materials per company procedures, processes and industry best practices;
- Maintaining Records of pertinent documents immediately upon completion of the assigned jobs;
- Ensuring core and unused components are promptly returned per supplier requirements;
- Engaging in local procurement, collection and deliveries, loading and unloading of goods;
- Managing materials and tools control counter efficiently and with priority to support activities;
- Ensuring parts and tools are inspected, stored and issued per company policies and procedures;
- Communicating effectively with colleagues, suppliers, customers, service providers, freight handlers/forwarders to ensure requirements are met in a timely manner;
- Ensuring minimum stock of all materials is always available at the various stores locations;
- Supporting Materials Office personnel with assistance as requested;
- Ensuring all working, storage and delivery areas are kept clean and tidy at all times;
- Reporting anomalies and discrepancies to the Supply Chain Manager promptly;
- Taking on other duties and responsibilities as delegated.

EXPERIENCE & QUALIFICATIONS

Essential

- Previous Stores, tools or warehousing logistics experience
- Driving License
- Computer Literate

Desirable

- IATA Dangerous Goods Shipper qualifications

Hiring organization

ExecuJet MRO Services

Employment Type

Full-time

Job Location

Dubai, United Arab Emirates

Working Hours

Morning: 06:00 to 14:30 or 07:00 to 15:30

Evening: 14:30 to 23:00 or 15:30 to 24:00

Date posted

January 4, 2022

Valid through

05.02.2022

APPLY NOW

APPLY NOW

PERSON SPECIFICATIONS

Essential

- Good knowledge of aircraft parts and tooling
- Minimum 2 years' experience
- Very good written and spoken English language skills
- Excellent communication skills

Desirable

- Ability to multi-task and work under pressure.
- Ability to prioritize workload.
- Reliable and flexible to shift work
- Willing to work at various locations
- Team player