

HEATH TECNA

Job Posting

Title: Aftermarket Warehouse Associate
Reports To: Operations Manager
Application Deadline: Until Filled
Posting: Internal/External

Responsibilities:

- Accurately transacting goods into Company operating system at time of receipt, as well as transacting goods out of inventory in Company operating system at time of shipment
- Scanning of accurate tracking information and airworthiness certification in to Company operating system document handling
- Preparing outbound products for shipment with proper packaging, correct quantities and all appropriate paperwork. Entering key accurate data into Company operating system
- Accurate entry of shipping information into carrier computer systems such As FedEx and UPS
- Assuring that all products are issued from the warehouses to support high customer order fill rate company goals
- Extensive transactions in the operating system must be administered efficiently and accurately.
- Maintaining knowledge about the company operating system transactions to cross train other AM employees on warehouse activity standard work.
- Assures accurate information on inventory items by performing formal, regular cycle counting.
- Managing the shelf life of inventory when appropriate.
- Able to build hard sided shipping containers and corrugated cardboard boxes for safe product shipment
- Maintain certification to safely operate a fork lift
- Management of Airworthiness Certification.
- Prepare and process shipping documents in accordance with U.S. Export Regulations and transportation requirements
- Provide acceptance inspection for incoming purchased products and perform receiving inspection to drawings when applicable. This position reports to the company Quality Assurance function when performing inspection duties.
- Perform various tasks assigned by Operations management
- Serve as 6S coordinator for assigned lean area

Requirements:

- Minimum 1 year material handling/warehouse experience
- AS9120 and ATA 300 outbound shipping and packaging experience desirable
- Import/Export experience very desirable
- Solid PC skills especially with basic inventory management applications mandatory
- Familiarity with company operating system business system a plus
- Applicant must have experience in a customer centric organization
- Ability to establish priorities, multi-task, work independently and proceed with objectives
- Experienced in Microsoft Office applications; Strong teaming skills ;Work experience in a lean culture preferred; Ability to read drawings; Ability to lift 30 pounds; Forklift certification required

Equal Opportunity Employer