

Job Title: Stores Clerk

Position Type: Permanent Full Time

Location: 13-475 Airport Road, Sault Ste. Marie Airport

Posting Expires: When suitable candidates are selected.

Job Purpose:

Our continuous growth creates a demand for heavy maintenance lines. We service the Dash 8 Q400, Dash 8 100/300 aircrafts, along with, the CRJ100/200/700/900 aircrafts, Boeing 737 (all series) and Embraer E170/175 aircraft.

We expect applicants to be ready to work in a fast-paced work environment. Our role requires individuals to have excellent communication skills with a team player attitude!

Job Description:

The Stores Clerk – reports to the Supervisor – Purchasing & Receiving and is responsible for carrying out all part and tooling transactions over the counter in support of daily maintenance operations.

Responsibilities and Competencies:

- Issue parts, tooling and consumables to maintenance staff at the front counter
- Issue Customer inventory at the point of issuance
- Maintain tool control logs
- Clear the Logistics Queue
- Process unserviceable parts dropped off at the counter and ensure U/S parts tags are filled in completely prior to accepting U/S parts
- Assist Picklist Crew when time permits
- Communicate any discrepancies, process gaps or noticeable trends to Executive Management
- Adhere to and participate in the Company SMS program
- Contribute to the continuous improvement of the Department
- Other duties as assigned

Qualifications:

- High School diploma or equivalent required
- Computer skills and Microsoft Excel skills are a necessity
- Valid driver's license required
- Experience with inventory control
- Must be able to work with minimum supervision
- Must possess excellent interpersonal and organizational skills
- Available to do shift work
- Must be able to obtain a Police Criminal Record Check



Why JD Aero Technical:

JD Aero Technical was established in 2007 and we are in our sixteenth year of operation as the chosen heavy maintenance provider for several of North America's regional aircraft operators. We are looking to add to our group of over 100 employees who have all worked hard to build our diversified and experienced workforce. We offer competitive wages with good opportunities for overtime while maintaining a healthy work life balance.

Successful candidates will receive a competitive salary. Based on your commitment and dedication, there is the opportunity for training and room to grow.

Typical benefits include:

- Competitive Wages
- Life Insurance
- Extended Health & Dental Care
- Health & Wellness Benefits
- Paid vacation in accordance with Federal Government Requirements

Working hours:

Working hours are mainly 7:00 am to 3:30 pm and 8:00 am to 4:30 Monday to Friday with rotating weekend shifts. Extra hours may be required to support operation at critical times.

How to Apply:

If you are interested in this job opportunity and possess the required qualifications, please email your resume and references to careers@jdaeromaintenance.com

We appreciate all interested applications; however only those selected for an interview will be contacted.

Please quote the job title you are applying for in the email subject line.

Why JD Aero Technical:

JD Aero Technical was established in 2007 and we are in our eighteenth year of operation as the chosen heavy maintenance provider for several of North Americas Q400 operators. We are looking to add to our group of over 90 employees who have all worked hard to build our diversified and experienced workforce. We offer competitive wages with good opportunities for overtime while maintaining a healthy work life balance.

Successful candidates will receive a competitive salary. Based on your commitment and dedication, there is the opportunity for training and room to grow to Senior and Shift Lead roles.



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