

## Aircraft Storekeeper

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Company: VHR

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

### Job Description

#### STOREKEEPER. 1. JOB PURPOSE

Responsible for store activities such as issuing, receiving, binning, preloading, and general housekeeping duties to maintain an effective warehouse environment for all parts.

#### Responsibilities

- Receive, bin and issue materials, tools and equipment as per TPM
- Check for damages, shortages and incorrect materials and reports to Supervisor.
- Ensure correct labeling for those parts which requires binning/issuing.
- Carry out duties in conjunction with Section 2 of Safety, Health and Environment and Industrial Safety Regulation Manual.
- Assign Primary Receipt Number (PRN) to register the incoming shipments in Oracle cMRO and AMOS system as appropriate.
- Releasing spares thru Oracle CMRO and AMOS as required.
- Handle receipts and issues of all AOG/critical requirements on top priority.
- Use powered material handling equipment such as forklift and EST as appropriate.
- Sort and place materials or items on racks, shelves or in bins.
- Ensure return material is compliant to TPM.(credit return)
- Keep a record of all issues, Hard Copy Pick Sheets-HCPS and gate passes in order to monitor and update information (Receiving & Inspection).
- Handle issues and dispatch of all AOG requirements on top priority and in accordance with export control regulations.

- Coordinating with airlines and freight forwarders for quotation as and when required.
- Monitoring of record keeping for all export shipment for audit purposes and providing monthly statistics of such movements to relevant departments
- Should ensure packing of materials carried out as per procedures, especially DGR (dangerous goods) before hand over of shipment. DGR shipment to be handled only if trained and certified to handle DGR shipments.
- Coordinate the outbound shipments (air, sea & land) with respect to Etihad and 3rd party customer related consignments with the relevant authorities (such as customs, cargo & freight forwarders) to ensure such shipments are made in keeping with the required schedule
- Follow-up with freight forwarder and airlines to ensure timely departure of shipments or any cancellation of flights.

#### QUALIFICATION & EDUCATION, EXPERIENCE, TRAINING & KNOWLEDGE

Qualification & Education: High School Diploma.

Experience: Minimum 3 years experience in handling aircraft parts.

Additional Information

- 6-months initial contract with the possibility of extension and immediate start
- Competitive hourly rates.
- Attractive shift rotation with lots of hours and money to be made!

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