



## **JOB DESCRIPTION – MRO Executive – Trading & Stock**

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**Reporting to:** MRO Team Leader – Trading & Stock  
**Location:** Avtrade Global HQ, Sayers Common, West Sussex

### **Function:**

To select, monitor and report on aircraft component repair services from approved suppliers worldwide. Supporting both internal and external customers with high service levels ensuring inventory quality, on time delivery and cost control whilst maintaining and building effective partnerships to support Avtrade business objectives.

### **Responsibilities:**

- Source, purchase and manage component repair services for Avtrade and customer owed inventory adhering to MRO Processes and Procedures
- Accurate administration of aircraft component repairs to the business and aviation industry quality standards and airworthiness regulations
- Issue repair orders on approved suppliers on behalf of Avtrade in accordance with company processes and procedures
- Support MRO Administration team expedite open orders to achieve required delivery and service levels in accordance with customer expectations or contracted terms
- Create and process customer repair quotations ensuring relevant management & freight fees are applied, in line with company processes and contracted terms
- Evaluate MRO vendor workshop findings reports relating to contracted removals ensuring contract adherence and cost recovery
- Negotiate with suppliers to obtain best price, terms, warranty and service levels
- Identify component condition and modification status and ensure compliance with required standard
- Develop successful supplier, customer and internal relationships through a combination of good written & telephone communication, including regular and punctual customer status reporting
- Process customer invoices ensuring all costs are recovered where applicable. Including but not limited to Management Fee's, freight, customer induced damage
- Provide excellent customer account management both internal and external to business
- Provide solutions and use initiative to satisfy order requirements and increase revenue.
- Attend customer /supplier meetings including occasional travel
- Develop business opportunities with suppliers and customers
- Understand and adhere to Export Control regulations where relevant
- Assist MRO Leadership with all tasks/projects as required

### **Requirements:**

- Experience gained within an aircraft component, MRO or trading environment is desirable.
- Good administrative skills gained within an office environment



- Proven ability to provide and deliver excellent customer service
- A-levels A-C, a university degree or similar level qualification beneficial
- Self-motivated, able to use own initiative and succeed in a busy environment
- Ability to travel to meet business needs as required
- Desire to learn and develop in depth knowledge and skills within MRO
- Familiarity and understanding of AMM, CMM, MEL and IPC's
- Excellent communication skills at all levels, verbal and written
- Ability to multi-task, prioritise, meet deadlines and KPI's
- Good negotiation, organisational and time management skills
- Strong problem-solving ability with ability to use initiative and common sense
- Numerate, accurate with good attention to detail
- Analytical thinker with experience of producing and evaluating reports
- Knowledge of Export and Import procedures and controls
- Ability to confidentially use Excel, Word and Outlook, with exposure to Aircraft parts databases such as Quantum desirable
- Language skills desirable