



JOB DESCRIPTION – Quality Inspector - Despatch

Reporting to: Operations Supervisor - Despatch
Location: Avtrade Global HQ, Sayers Common, West Sussex

Function:

To work as part of the Goods Despatch team to ensure the efficient, accurate and timely despatch of all out going shipments in accordance with company procedures and to meet all operational requirements. Provide the highest level of service to all Avtrade departments and customers.

Responsibilities:

- Pick and Inspect parts for despatch
- Evaluate all certification and documentation
- Liaise with Logistics department and resolve any discrepancies and issues
- Ensure items are packed to shipping requirements and regulations
- Correctly identify, pack and raise HAZMAT documentation
- Calculate weights and dimensions
- Input and record relevant data on IT systems
- Move and handle all aircraft parts and other products in accordance with company regulations
- Use Counter balance/Reach Forklift equipment within the warehouse
- Be aware and work within company Health and Safety guidelines
- Effectively communicate and liaise with all Avtrade departments as required
- Liaise effectively with freight and courier companies on all shipments as required
- Attend and participate in meetings when required and attend all training courses required to carry out the responsibilities of the role
- Assist with Operations support for worldwide Avtrade facilities
- Carryout safety checks and ensure all equipment is in good working order prior to use
- Work to the requirements of ISO9001-2008 and FAA ACOO-56B
- Understand and adhere to Export Control regulations where relevant
- Assist the Operations Supervisor with all tasks as required
- Undertake driving duties as required
- Any other duties as requested

Requirements:

- Good knowledge of warehouse disciplines
- Working experience and knowledge of Aircraft Spares Parts
- Awareness of component conditions, certification and airworthiness regulations
- Problem solving ability
- Self-motivated with the ability to work in a busy environment and meet deadlines
- Excellent communication skills at all levels



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- Good organisation skills with ability to prioritise and manage workloads
- Numerate and methodical
- Accurate with exceptional attention to detail
- Flexibility in working hours
- Ability to undertake physical tasks within Health and Safety guidelines
- Excellent computer literacy, highly proficient in the use of Microsoft Word, Excel and Outlook and extensive knowledge of Quantum