



JOB DESCRIPTION – Technical Inspector

Reporting to: Operations Supervisor – Shift/Receiving
Location: Avtrade Global HQ, Sayers Common

Function:

To work as part of the U/S team to ensure the efficient, accurate and timely receipt of all incoming 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:

- Perform multiple warehouse disciplines (inc. Raising repair orders, Shipping orders, U/S inbox)
- Ensure that all incoming parts are inspected and received as per current procedures
- Ensure that all certification and documentation is evaluated for discrepancies
- Ensure parts are received undamaged and in the correct packaging to meet shipping regulations and requirements, particularly hazardous goods/shipments
- Ensure that all TPR orders are urgently processed and any issues are communicated with MRO promptly
- Ensure items are packed to shipping requirements and regulations (Despatch ready)
- Input and record relevant data on IT systems
- Move and handle all aircraft parts in accordance with company regulations
- Use counter balance forklift & JLG equipment within the warehouse effectively and safely
- Effectively communicate and liaise with all Avtrade departments as required
- Liaise effectively with freight and courier companies on all receipts as required
- Attend and participate in training courses and meetings when required
- Assist with Operations support for worldwide Avtrade facilities as required
- Carry out safety checks and ensure all equipment is in good working order prior to use
- Chaperone visitors/contractors around the warehouse as required
- Ensure the warehouse/working area is clean and tidy at all times
- Be aware and adhere to the company Health and Safety guidelines
- Ensure that compliance to AEO procedures is always followed
- Work to the requirements of EN9120:2018; ISO9001-2015 and FAA AC00-56B
- Understand and adhere to all applicable Export Control regulations
- Any other duties as requested

Requirements:

- Knowledge of warehouse disciplines
- Problem solving ability
- Self-motivated with the ability to react positively and meet deadlines
- Excellent communication skills at all levels
- Good organisation skills with ability to prioritise and manage workloads
- Numerate and methodical with the ability to work in a fast paced environment
- Accurate with exceptional attention to detail



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- Excellent computer literacy, highly proficient in the use of Microsoft Word, Excel and Outlook.
- Flexibility in working hours where required (i.e. internal/external projects, shift work)
- Ability to undertake physical tasks within Health and Safety guidelines