

We are committed to providing a stable, growth-oriented and inspiring work environment that offers opportunities for professional, personal and financial growth. If you are interested in joining a growing team, where YOU are our most valuable asset, then MAC is the place for you.

**POSITION PURPOSE:**

Ensure that parts and supplies are stored and maintained properly and that adequate quantities are available to maintenance personnel to ensure safe operation and the continued airworthiness of the MAC fleet.

**RESPONSIBILITIES/DUTIES:**

- Ensures compliance with safety policies and procedures found in Company manuals.
- Demonstrates on a daily basis a commitment to the continuous improvement of safety.
- Responsible to assure requested items are provided in a timely manner and meet required criteria for continued airworthiness. Includes but not limited to work with Maintenance Control to move parts from MAC station to station as needed.
- Assist in compliance of Shelf Life Program for parts and supplies.
- Assist in compliance of Tool and Test Equipment Calibration Program.
- Assist in compliance of FAA requirements for Suspected Unapproved Parts (SUPS).
- Process Shipping and Receiving of ATR and 208 fleet parts.
- Process and Create MAC Purchase Orders and Repair Orders.
- Primary Haz Mat Shipper for Air and Ground Shipments. Includes but is not limited to, maintaining ISO hazmat shipping documents for required time period for review by FAA hazmat Special Agents.
- Assist all stations with Haz Mat shipping questions and completing of documentation before Haz Mat shipments are tendered to FedEx.
- Prepare counter to counter shipments with courier service for delivery of AOG parts to all MAC stations and/or current location of MAC aircraft.
- Travel to perform physical inventories at MAC Line Stations. Research inventory discrepancies, reconcile inventory and report to FedEx all findings.
- Inventory control process for Heavy Maintenance Facility in MAC II system, issuing parts and quantities using FedEx assigned codes for proper billing and reporting.
- Assist in preparation of parts reports for the customer and internal departments as needed.
- Other duties as assigned by the DPIM and Parts Supervision.

**QUALIFICATIONS:**

- High School Diploma or equivalent
- Must have a good command of the English language; both written and verbal
- Prior aviation, parts handling, or inventory control experience a plus
- Able to work independently with minimal oversight

- Detail oriented
- Basic Excel and Word skills
- Must possess valid drivers' license and reliable transportation

**SPECIAL POSITION REQUIREMENTS:**

- Candidate will be require to complete a course and obtain Haz Mat Shipping Certification.

**SUPERVISORY RESPONSIBILITY:**

N/A

**TRAINING REQUIREMENTS:**

- General Safety
- MAC Indoc
- Haz Mat Shipping

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

- Work performed in an office environment on a daily basis
- Parts handling and packaging required
- Ability to lift up to 50 lbs.
- Overtime is sometimes needed to meet mission requirements
- Ability to travel if necessary
- Weekend work as scheduled