

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.

Parts Supervisor

POSITION PURPOSE:

- Learn, Lead, & Manage the day-to-day operation of the Parts Department. Prioritizing, assisting, & ensuring that the customer needs are being exceeded in the most efficient manner possible. Reporting to the Inventory Control Manager any issues, concerns, or deviations that could impact the mission. 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 daily 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.
- Lead efforts in compliance of Shelf-Life Program for parts and supplies.
- Lead efforts in compliance of Tool and Test Equipment Calibration Program.
- Lead efforts in compliance of FAA requirements for Suspected Unapproved Parts (SUPS).
- Oversee departmental transactions, to ensure proper guidelines are being followed – including, but not limited to: Purchase Orders, Repair Orders, Transfers, Core returns.
- Process Shipping and Receiving of ATR and 208 fleet parts.
- HazMat 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 HazMat shipping questions and completing of documentation before HazMat 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, as needed.
- Travel to perform physical inventories at MAC Line Stations. Research inventory discrepancies, reconcile inventory and report to FedEx all findings, as needed.
- 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.
- Lead and perform physical inventory count in Kinston, NC location.
- Make and/or advise in decisions of parts purchasing and repairs.
- Ensure all requested parts arrive at destination in time requested.
- Enforce policies and procedures related to inventory control.
- Coordinate and communicate with all maintenance outstations on inventory levels, usage, and inventory rollforwards.
- Manage parts inventory levels for outside maintenance customers.
- Prepare consignment inventory reconciliations and report to owner of inventory (parts vendor) for outside maintenance customers.
- Ensure physical separation of FedEx owned inventory, MAC owned inventory, outside customer owned parts, and consignment inventory.
- Report levels of MAC owned and consignment inventory to Controller on a monthly basis.
- Develop a thorough understanding of the operational functions of the Company.
- Will be required to perform other duties as requested, directed or assigned
- Other duties as assigned

QUALIFICATIONS:

- 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
- Must possess valid drivers' license and reliable transportation
- Bachelor's degree in Accounting, Finance, Business Administration, or Management is a plus
- Minimum 5 years of supervisory experience, inventory experience a plus
- Familiar with standard concepts, practices, and procedures within Accounting
- Aviation experience is a plus

SPECIAL POSITION REQUIREMENTS:

- Candidate may be required to complete a course and obtain Hazardous Materials (HAZMAT) Shipping Certification.
- Expert proficiency using Microsoft Office, primarily Excel
- High attention to detail
- Self-motivated, results driven
- Detail oriented, logical, and methodological approach to problem solving
- Demonstrated ability to work in a dynamic and changing company environment
- Excellent time management skills, ability to meet deadlines
- Demonstrated capability to interface and maintain effective relationships with all departments and employees in a team-oriented environment.

SUPERVISORY RESPONSIBILITY:

- Purchasing, parts, and inventory departments

TRAINING REQUIREMENTS:

- General Safety
- MAC INDOC
- Hazardous Materials (HAZMAT) Shipping, OSHA

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
- Primarily located at the Kinston, NC hanger in an office environment. Will be required to travel occasionally to corporate headquarters and other outstations.
- Weekend work as scheduled

Mountain Air Cargo, Inc. is an Equal Opportunity Employer. We offer a comprehensive benefits package.