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|-----------------------------|---|-----------------------------|-------------------|---------------------|----------------|
| <b>Job Title</b>            | <b>Stores Clerk</b>   | <b>Date</b>                 | <b>07/28/2021</b> |                     |                |
| <b>Department/Shop</b>      | <b>PARTS</b>  | <b>Supervisory Position</b> | Yes               | Limited             | No<br><b>X</b> |
| <b>Location</b>             | <b>Missoula, MT</b>   | <b>Travel Required</b>      | Yes               | Limited<br><b>X</b> | No             |
| <b>Reports To</b>           | <b>Parts Manager</b>  |                             |                   |                     |                |
| <b>Position Summary</b>     | Provide responsive service and record each activity in the inventory management system accurately and in a timely manner. Keep the stores areas clean and well organized. Assist with receiving, handling, storing & shipping aircraft parts, material, equipment and tooling.  |                             |                   |                     |                |
| <b>Essential Functions</b>  | <ol style="list-style-type: none"> <li>1. Appropriately &amp; accurately issue tooling and supplies while maintaining Accountable control of locations involving company owned tooling. Primary duties include: calibration verification, tool deployment, process tooling returns &amp; locating tools as a function of an end of shift procedure.</li> <li>2. Provide responsive service to the maintenance technicians. Appropriately issue materials and process returns. Effectively resolve issues as they arise, accurately bill out inventory materials to associated jobs, and log tool use.</li> <li>3. Effectively communicate with Parts Manager and responsible Leads when an inventory level or supply is depleted, or when a specific need is encountered by maintenance technicians.</li> <li>4. Assist with receiving, signing for, processing, and safely handling aircraft maintenance related parts, material, equipment and tooling. Assist with packaging items for shipment.</li> <li>5. Complete special projects as directed by the Parts Manager. (i.e. assembly of parts and materials required to support heavy maintenance/modifications to aircraft, perform physical inventory counts, reorganization of inventory, etc.).</li> <li>6. Operate company vehicles for occasional local area trips for supplies as directed.</li> </ol> |                             |                   |                     |                |
| <b>Additional Functions</b> | <ol style="list-style-type: none"> <li>1. Understand and comply with the CRS Safety Management System (SMS) program</li> <li>2. Comply with applicable HAZMAT regulations and guidance.</li> <li>3. Provide technical guidance to employees as needed</li> <li>4. Other duties as assigned</li> </ol>   |                             |                   |                     |                |

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| <p><b>Key Skills &amp; Competencies</b></p>     | <ol style="list-style-type: none"> <li>1. High school diploma or equivalent.</li> <li>2. Must be proficient in reading, writing, interpreting, and verbally communicating in the English language.</li> <li>3. Five years of experience in aviation parts/logistics function or related industry field.</li> <li>4. Ability to understand and comply with FAA regulations and company guidelines.</li> <li>5. Intermediate or better knowledge of and skill level in Microsoft Office products and use of industry common software.</li> <li>6. Inventory management skills.</li> <li>7. Basic mechanical aptitude/knowledge.</li> </ol>                                    |                     |  |
| <p><b>Required Qualifications</b></p>           | <ol style="list-style-type: none"> <li>1. Minimum 5 years aviation experience or related industry experience.</li> <li>2. Prior experience in inventory/logistics control.</li> </ol>   |                     |  |
| <p><b>Additional Desired Qualifications</b></p> | <ol style="list-style-type: none"> <li>1. Some sales experience desired.</li> </ol>   |                     |  |
| <p><b>Physical Requirements</b></p>             | <p>Work assignments require moderate to strenuous effort. Workers must climb, bend, stoop, crawl, and stand for prolonged periods on concrete or metal surfaces. Frequently lift parts and equipment that weigh up to 25 pounds. Occasionally lift and carry items that weigh about 50 pounds. Heavier weights may be lifted with mechanical lifting devices or assistance from other workers. Work is performed in hanger areas, outdoors, and in hazardous noise areas. Workers are exposed to extremes in heat, cold, and inclement weather. Work in confined spaces and in awkward positions. Dirt, dust, grease, and aircraft fluids are common in the work place.</p> |                     |  |
| <p><b>Supervisor Signature</b></p>              |   | <p><b>Date:</b></p> |  |
| <p><b>Employee Signature</b></p>                |   | <p><b>Date:</b></p> |  |
| <p>Revision Date IR 03/2015</p>                 |   |                     |  |