

<b>Job Title:</b> Parts Clerk	<b>Department/Shop:</b> Parts
<b>Reports To:</b> Parts Manager	<b>Location:</b> Missoula, MT
<b>Supervisory Position:</b> No	<b>Travel Required:</b> Yes - Limited

**Position Summary:** Provide responsive service and record each activity in the inventory management system accurately and in a timely manner. Keep the store areas clean and well organized. Assist with receiving, handling, storing and shipping aircraft parts, material, equipment, and tooling.

**Essential Responsibilities:**

- Appropriately and accurately issue tooling and supplies while maintaining. Accountable control of locations involving company owned tooling. Primary duties can include calibration verification, tool deployment, process tooling returns and locating tools as a function of an end of shift procedure.
- 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.
- 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.
- Assist with receiving, signing for, processing, and safely handling aircraft maintenance related parts, material, equipment, and tooling. Assist with packaging items for shipment.
- 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.).
- Operate company vehicles for occasional local area trips for supplies as directed.

**Additional Job Duties and Responsibilities:**

- Understand and comply with the CRS Safety Management System (SMS) program
- Comply with applicable HAZMAT regulations and guidance.
- Provide technical guidance to employees as needed
- Perform other duties and responsibilities as required to fulfill job function or as assigned.

**Knowledge, Skills, and Competencies:**

- Ability to think analytically and be a problem solver.
- Ability to communicate effectively with customers and co-workers in a courteous and professional manner.
- Ability to understand and comply with FAA regulations and company guidelines.
- Basic mechanical aptitude or ability to learn mechanical principles.
- Proficient in reading, writing, understanding the English language.
- Proficient at an intermediate level or better in Microsoft Office products and industry software, such as inventory/toll management or ordering software.
- Understand and practice safety procedures to prevent personal injury or damage to equipment.

**Required Qualifications:**

*Any combination equivalent to the following would provide the required knowledge, skills and abilities needed to qualify.*

- High School Diploma or Equivalent Certificate.
- Prior experience in inventory/logistics control or related professional skill set.
- Commitment to the mission and vision of Neptune Aviation Services Inc.
- Proficient with the Microsoft Office suite of products.

**Desired Qualifications:**

- Experience in aviation (commercial, private, military, etc.) or related industry strongly preferred.
- Some sales experience desired.

**Physical Requirements and Working Conditions:**

- 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 hangar 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 workplace.

**Additional Information:**

This job description is not intended to be all – inclusive, and the employee will also perform other reasonably related duties as assigned by immediate supervisor/management as required. Neptune Aviation Services reserves the right to revise or change position responsibilities as the need arises. This description does not establish a written or implied contract of employment.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please send resume to [employment@neptuneaviation.com](mailto:employment@neptuneaviation.com)**