



Job Title: Manager - Aviation Component Repair & Exchange

Job Description:

Manage all aspects of logistics parts repair, including internal and external requirements. This position oversees the repair of aviation rotatable/repairable spares related to exchange services.

Responsibilities:

- Oversee purchasing and vendor relations to ensure timely and effective repair of service inventory.
- Take actions to minimize the repair cycle time for repairs to make most effective use of inventory.
- Develops, prepares and processes requisitions to procure material, equipment and/or services, awarding repair purchase orders of a simple to medium complexity, ensuring all associated documentation is complete and within required audit requirements.
- Drive growth through the identification of component trading opportunities.
- Drive customer satisfaction via proactive issue resolution, future needs identification and relationship management at all levels within the customer's organization.
- Monitors, administers, follow-up and expedites materials, equipment and/or service purchase orders to ensure delivery is met on schedule and quality is maintained, resolving any invoice and receiving discrepancies.
- Ensures all packaging and shipping conditions are met for specific inventory materials.
- Coordinates materials required for scheduled maintenance events.
- Maintains awareness of aviation economic and market trends to identify, explore and develop prime and alternate sources of supply, products and services.
- Develops and maintains data reflecting supplier performance in operational terms.
- Helps to develop procedures required in daily operations, based on policy issued by management.
- Helps to provide on the job training and development for associates. Other duties as required and assigned.

Minimum Qualifications: Business experience in an aviation procurement/Supply Chain Management environment.

- Experience in Microsoft Excel and Office required.
- Aviation background is preferred.
- Proficiency in inventory and repair contract management.

Special Requirements: One (1) year previous experience in inventory control, purchasing and component repair management. Experience with Component Control Quantum Software is desirable.

East Air Offers: Competitive Salary, Excellent Benefits, 401-K Matching and Retirement Contributions & Solid Reputation

About: East Air Corporation (www.eastair.com) is a privately held ISO 9001 & AS 9100 certified aviation equipment supplier headquartered in Hackensack, NJ. USA. East Air Corporation has been serving the aviation industry since 1950 and today provides various services including material sales, purchasing programs, exchange & repair administration, warehousing and inventory management for aviation related organizations worldwide.

Send resumes to: jobs@eastair.com