

ANC Parts Expediter

Reports to: Parts Supervisor
Division: Everts Air Cargo

Department: Parts Department
Station: ANC

Job Summary:

Expedite parts pickup or deliver as needed or requested.

Essential Functions:

1. Expedite trips to local vendors to pickup purchases or deliver merchandise.
2. Shipping and Receiving of serviceable and repairable parts.
3. Complete HAZMAT shipping documents as needed.
4. Assists with identifying, locating and purchasing of GSE parts.
5. Stock serviceable parts from inspection area of receiving.
6. Support Stockroom counter as needed.
7. Maintain cleanliness of company vehicles and stockroom floor area.
8. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Additional Duties:

Safety

1. Contribute to a safe work environment by tuning in to your environment: eliminate unsafe acts not required by your job functions. Use risk mitigation guidelines where risky behaviors are authorized and required.
2. Follow SMS work practices and procedures and adhere to policies documented in the SMS manual, including the reporting of hazards and incidents.
3. Wear appropriate PPE and clothing suitable for the weather conditions.
4. Keep work areas clean and free of hazards: correct unsafe conditions when encountered and report those that you can't personally correct to your immediate supervisor.

Security

1. Maintain employee vigilance and report all security concerns.
2. Be observant of any Customers acting suspiciously and ensure that personnel/visitors are conforming to airport security guidelines.

Qualifications:

1. Requires the ability to understand, retain, and deliver information verbally and written.
2. Requires good organizational, attention to detail, and record keeping skills and also the ability to maintain current and updated information. Requires the ability to input and retrieve information from a database.
3. Must be able to perform multiple tasks simultaneously, such as talking on the phone, data entry, and data retrieval.
4. Must have a valid driver's license and clean driving record.

Physical Abilities:

The Physical requirements indicated below are examples of the physical aspects that this portion must perform in carrying out essential job functions.

1. Sufficient physical ability, strength, mobility and stamina to lift, carry, push or pull objects which may frequently exceed 70 pounds in a series of functional tests which clearly simulates the work environment.
2. Sufficient physical ability, strength, mobility and stamina to drive a vehicle, bend, stretch, stand, knee, walk and extend legs.
3. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly
4. Shall perceive the nature of sounds, near and far vision, depth perception, providing oral information's, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Environmental Conditions:

1. Requires the ability to work in extreme weather conditions.

This job description in no way states or implies that these are the only duties to be performed by this employee. He or She will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

Employee Signature _____ Date _____

Employee Printed Name _____