

## **Purchasing Clerk**

Reports to: Parts Supervisor  
Division: Everts Air Cargo

Department: Parts Department  
Station: FAI

---

### **Job Summary:**

Purchase parts, consumables, shop supplies, and miscellaneous items for 121 and 135 certificate aircraft along with items for Everts Air Cargo on a daily basis.

### **Essential Functions:**

1. Utilize ILS to search for parts and locate best pricing prior to purchasing parts, consumables, shop supplies, and other miscellaneous items.
2. Create purchase orders in CALM database after approval by Parts Supervisor or Director of Maintenance.
3. Order and track all shop supply orders.
4. Ensure all vendors currently used are an approved vendor.
5. Obtain shipping quotes for all shipments to or from Fairbanks via (Yellow, Echo, FedEx, USPS, Gold Streak, or Frontier).
6. Prepare Hazardous Shipment Declarations for hazardous items shipped out.
7. Organize all pick-up and deliveries for Parts Expeditor.
8. Prepare all boot purchases for Everts Air Cargo employees.
9. Assist accounting with any invoice questions.
10. Ensure work area is kept neat in appearance and orderly.

### **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\_\_\_\_\_