

Facility Assistant and Expediter

Reports to: Parts Manager/Director of HR
Division: Everts Air Cargo

Department: Parts
Station: FAI

Job Summary:

Provide support to the organization in a variety of ways to include; Expediting parts, and products, driving a shuttle van, purchasing, and delivering various items for department staff, participating in janitorial activities, and light snow removal, supporting administrative staff with project completion.

Essential Functions:

1. Expedite trips to local vendors to pickup purchases or deliver merchandise. (EAC, GSE, EAF, EAA, AGO).
2. Schedule, Communicate, and Log all pickups, deliveries, project tasks.
3. Maintain phone contact availability while on runs and completing projects.
4. Clean Expeditor vehicle daily to maintain a professional presentation at all times.
5. Provide shuttle transport as needed for EAA Passengers as well as traveling staff.
6. Support the Company wide Vehicle Use Program by assisting with functions; fueling vehicles, cleaning vehicles, relocating vehicles.
7. Assist Parts Department as needed (e.g. maintain stockroom floor area, process ANC parts order daily, stock serviceable parts from receiving inspection area).
8. Provide light janitorial support as needed (e.g. empty office refuse, vacuum EAA Hallway, wipe off surface areas in parts room, snow removal at loading dock).
9. Assist Administrative staff with office tasks as necessary to ensure smooth operations (e.g. assist with Ground School room set up and preparations).
10. Represent Everts in a professional, courteous manner that says to our customers, vendors, internal and external employees that you appreciate them.
11. Additional functions and requirements may be assigned by supervisors as required.
12. Contribute to an organizational culture of continuous improvement.

Additional Responsibilities:

Safety

1. Comply with all safety aspects, specific practices and procedures of the work scope and position(s).
2. Be familiar with the Company's Safety Management System (SMS) and Occupational Safety Manual (OSM).
3. Contribute to the Safety Culture of the Company and report any Safety Hazards.
4. Required to learn and understand Dangerous Goods Transportation requirements.
5. Keep your work areas clean and free of hazards; correct unsafe conditions when encountered and report those, that you are unable to personally correct, to a supervisor.

Security

1. Comply with all security practices, policies and procedures as trained.
2. Maintain employee vigilance and report all security concerns.

Administrative

1. Build an organizational culture in which passion for continuous improvement is innate.
2. Ensure adherence to procedures that promote the health and welfare of all employees.

Physical Abilities:

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

1. Ability to reach horizontally and vertically with arms. Sufficient dexterity to manipulate small objects and print or write legibly.
2. 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.
3. Physical ability to sit for extended periods of time.
4. Requires the ability to be sedentary for extended periods of time.
5. Shall perceive the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Environmental Conditions:

1. Requires the ability to work in extreme weather conditions.
2. Must possess and wear appropriate cold weather gear to respond to vehicle challenges during extreme conditions.

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 the ability to maintain current and updated information.
3. Requires the ability to input and retrieve information from a database.
4. Must be able to perform multiple tasks simultaneously, such as talking on the phone, data entry, and data retrieval.
5. Must have a valid driver’s license and clean driving record.
6. Must be an experienced summer and winter driver with the ability to safely drive a truck (automatic and manual).
7. Will wear company provided Everts shirts, self-provided khaki pants, and appropriate warehouse/outdoor safety shoes.

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.

Everts Air Cargo is an Equal Employment Opportunity Commission compliant (EEOC) employer.

Employee Signature _____ Date _____

Employee Printed Name _____