

A blue and white Airbus H160 helicopter is shown in profile, flying over a mountainous landscape. The helicopter has "H160" on the tail and "AIRBUS" on the side. The word "AIRBUS" is also written in large white letters in the bottom left corner of the image.

AIRBUS

We're looking for a Warehouse Worker ***Position Location: Fort Erie, Ontario***

The Warehouse Worker is responsible for receiving, stowing and picking material as well as maintaining inventory integrity within guidelines set out in AHCA's quality control manuals. They will also be required to use specific material handling equipment requiring specialized training in the execution of these duties. After adequate training the Warehouse Worker will also be required to perform "on call duties" in a rotation schedule with all qualified Warehouse Workers.

MAIN RESPONSIBILITIES

Organize Parts & Materials

- Review and update automated picklists from Manufacturing – Spares – DCR - Aircraft
- Prioritize picking order between departments
- Create TO's and proceed to pick orders.
- Read and follow instructions on screen, at the same time ensuring inventory integrity (lot# quantity, FIFO and pick location). If at any point there is a question in any of the above criteria stop and verify the discrepancy in SAP, do not proceed until resolution is reached or the Lead hand or Supervisor gives instruction to do so.

Prepare Work Orders, Parts and Materials for in-House Delivery

- Ensure picked Work orders and materials are packaged appropriately for delivery and that all parts and materials have the proper Trace identification attached and all packaging is clearly marked with the correct work order number.
- Work orders, parts and materials are collected in a central area and are generally delivered twice a day on or around 11:30am and 3:30pm. Parts work orders and materials will be delivered to a specific employee or aircraft dependent on how the parts work orders or materials have been requested.
- Run monthly Timex report, quarantine Timex product and scrap out following the procedure

Remove Stock from Vendors

- Receive delivery from vendor making sure to inspect each package to ensure correct number of packages and their condition. Ensure shipment belongs to AHCA.
- Open package and remove parts and paperwork to ensure they have part number, value, expiry date, and serial number and receive into SAP as per procedure
- Stow parts in designated location.
- Issue parts to open Sales order or open Work order as per AHCA Policies and Instruction and AHCA Quality Program Procedures
- Raise QN in SAP for non-conforming parts found during the receiving function
- Perform daily cycle count

Maintain and Update incoming RMA's

- Update the RMA in SAP and send info to the appropriate department via email

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Shipping

- Package parts for shipping/stock
- Ship parts to customers using waybills also fill out customs invoices and B13's
- In the Ship as per procedure in SAP for domestic, international, dangerous goods protocol.
- Ensure that parts being shipped are checked off against the TO, to ensure accuracy.
- Run delivery report daily to ensure all shipments are complete.

MINIMUM JOB REQUIREMENTS

- Post-Secondary Diploma in Operations - Materials/Inventory Management or related discipline
- Ability to multi-task and set priorities in a fast paced environment
- Effective communication (written and oral) and organizational skills
- Ability to work and think independently and under general supervision
- Ability to work under pressure to meet deadlines – sense of urgency and customer satisfaction
- Ability to lift and bend repetitively
- Accuracy and attention to detail in data entry, paperwork and all other aspects of the position
- Warehouse experience picking/packing/receiving of orders/shipments considered an asset
- Proficiency with Microsoft Office 2010 pack
- Bilingualism (French-English) an asset
- Experience with SAP considered an asset

To apply for this position, please send an up-to-date resume and cover letter to AHCA-HR@airbus.com by April 6, 2021.