

**Windward Islands Airways International (Winair) N.V.** is the successful airline of St. Maarten. We have a long history and are doing well in a dynamic, international setting. Currently, we have about 180 employees, but we expect to grow substantially in the upcoming years. Winair is investing in our employees, empowering them, and striving to be an excellent workplace for ambitious professionals. To support further growth, Winair is looking for

## STORES CLERK

### Organizational Relationship

Reports to: The Director of Maintenance

### Basic Functions

The Stores clerk is responsible to ensure minimum stocking levels are always maintained to enable the maintenance department to ensure the dispatch reliability of the aircraft of the WINAIR fleet. He/She shall ensure the best pricing is achieved in purchasing and that the policies and procedures of the GMM and those requirements of the SMCAA are maintained.

### Duties and Responsibilities

- Receiving, unpacking and recording all incoming shipments of spare parts, materials and relevant documentations and prepare items for receiving inspection and notification of Receiving Inspector.
- Ensuring that Shelf Life considerations are always taken into account in the purchasing of parts and their dispensing and stocking.
- Ensuring an orderly system of filing of all documentation within the department such as Purchase Orders, Repair Orders, Part Certifications, Returned Goods, Warranties and exchanges, Vendors and Repair Stations.
- Ensuring all the proper documentation is received together with all goods received, and that all required paperwork is dispatched with company materials going out for overhaul, repair or otherwise dispatched.
- Maintaining a controlled account of inventory at all times, together with accurate descriptions and valuations in the computerized stores system.
- Maintaining a good report with Vendors and Repair stations to ensure accuracy in orders, dispatching of goods, and timely, accurate payments. He works towards achieving the best market prices, terms for payments and quick turnaround times on all orders.
- Ensuring the accuracy of the Stores Department personnel in filling orders, maintaining the company procedures and adhering to the regulations as they apply to the department.
- Coordinates with maintenance personnel in filling their requests for stock, to ensure the best authorized products are utilized and their current and future requirements are met on a timely basis.
- Tagging and batch/bin items after receiving inspection, and record into computer inventory control system.

- Issuing and recording all items withdrawn from stock for use by mechanics, shops or those parts otherwise dispensed.
- Ensuring that stock is kept to acceptable Min / Max levels as dictated by the operational requirements and Director of Maintenance.
- Ensuring the timely restocking of items at low levels, so as to prevent “Nil Stock” situations on items that must be kept on hand.
- Maintaining cleanliness, proper stowage and protection of items in stock, receiving areas, and shipping areas.
- Utilizes special handling responsibilities for the care and prevention of damage to calibrated and special tooling maintained within the stores department, to include proper packaging and storage in designated cases and cabinets.
- Assuring that older stock is used first and shelf time limits are recorded and observed.
- Updating the computer tracking system for inventory control, shelf life items, tools, and current vendors list with current contact information.
- Performing inventory control, counts and recording of stock levels as requested.
- Packaging, tagging and recording shipments as directed, using proper materials and accepted procedures to protect components in compliance with internationally accepted standards, taking into account Dangerous Goods Transportation Regulations, and the safety and integrity of the materials being transported.
- Assuring that all shipments in and out are properly accounted for, and are taken care of in an efficient, economical method in the best interest of the company.
- Providing recommendations and assistance to the Director of Maintenance in the controlling of costs associated with the stores activities.
- Ensuring adherence to all policies and procedures dictated by the GMM and best practices
- Assisting in the preparation of a monthly accounting report to the Director of Maintenance on all items withdrawn from stores and allocated per aircraft or shop.

### **Experience and Qualifications**

To qualify for the position of Stores Clerk, he/she shall show good organizational skills and good leadership qualities and the demonstrated ability to lead a team of stores personnel. A thorough knowledge and experience in purchasing concepts including creating and managing Repair Orders, Purchase Orders, and RFQ's. Demonstrated knowledge of general stores procedures including a system of min/max, stocking, batch controls, shelf life, debiting and crediting stock, Dangerous goods handling and MSDS. A minimum 3 years' experience in a stores keeping function or similar position.

Are you the qualified person for this job? Do you have an interest in starting a new chapter with another company? If yes, please apply by sending a motivational letter, a resume, and a valid copy of your passport to the Human Resources Department at [humanresources@fly-winair.com](mailto:humanresources@fly-winair.com).