



Job Description Title: Part & Supply Associate
Division/Department: ABI Flight Operations Department
Location: Kissimmee
Reports to: General Manager of Maintenance
Work Schedule: 8:00 a.m. to 5:00 p.m.
Typically, Monday through Friday
Must be able to be flexible for weekends and overtime on an as needed basis.

Exemption Status: Non-Exempt

Summary of duties and responsibilities:

Part & Supply Associate is responsible for maintaining the part, inventory, and administrative processes for the aviation maintenance department and to provide a safe, reliable and airworthy fleet of aircraft for flight instruction. This position involves daily contact with co-workers in a situation that requires a positive attitude, tact and courtesy always. The individual performs many duties:

Primary duties and responsibilities:

- Maintain a stock of serviceable aircraft parts.
- Identify, control, and sort parts, including tagging, preservation and shelf life.
- Perform incoming parts inspections for correct part number, shipping damage, warranty claims billing and shipping.
- Separate and store repairable and rejected parts; such parts will be identified and stored in areas separate from serviceable parts.
- Control inventory and maintain the parts room in a clean and orderly fashion.
- Secure approvals and purchase parts; ensure the best economic decision regarding parts purchases and shipping and receiving.
- Maintain control of and process as appropriate all off-units, cores, and loaners.
- Process parts and supply invoices in a timely manner.
- Track and receive all orders.
- Responsible for replacing and updating all manufacturer's technical data as it is received.
- Proactively establish and maintain professional internal and external relationships.
- Assist in cycle count, perpetual, and work-in-progress inventories.
- Exhibit positive, courteous behavior to employees, customers and other departments.
- Other duties as assigned

Education, prior work experience, and specialized skill and knowledge:

Pan Am will provide a thorough training program to ensure that all employees meet and exceed the highest levels of safety and customer service. Prospective applicants simply need a strong sense of safety and customer service to apply. As a minimum requirement, each applicant must possess the following:

- Interface with clients and industry contacts.
- Minimum of 1-2 years Aircraft Industry Experience.
- Proficient in Microsoft Office (Excel, Word & Outlook).
- Excellent written and verbal communication skills.
- Must be able to work flexible schedule in order to meet ordering and shipping deadlines when necessary.
- Ability to proactively and independently develop and implement solutions for Parts services.
- Keep confidential all company and client information.
- Customer service will always be the ultimate goal. The customer will always get the exact level of service they expect and require
- HS Diploma or equivalent experience

Physical environment/working conditions:

- The employee is required to communicate with vendors and clients continuously via telephone and computer.
- While performing the duties on the job, the employee is required to walk; sit; use hands; reach with hands and arms; balance and stoop.
- The employee is required to occasionally lift or move up to 50 pounds.
- Must be able to view computer monitors both at close range and distance.

I have read and understand the duties outlined in this job description.

Employee Signature

Supervisor Signature

Employee Printed Name

Supervisor Printed Name

Date Signed

Date Signed

[**Apply Now**](#)