



VACANCY:

AVIATION TECHNICAL STORES MANAGER

CemAir (Pty) Ltd, a South African Part 121 / 135 airline based at O.R. Tambo International Airport in Johannesburg, is seeking to employ a dynamic, results-driven Storeman, to be deployed at OR Tambo International Airport.

OVERVIEW OF RESPONSIBILITIES – BUT NOT LIMITED TO:

- Efficient Procurement of equipment / spares / tools / stock items
- On-going interaction with relevant departments on all stock related matters
- Efficiently managing timelines of orders and ETA's and proactively advise all relevant parties of possible delivery delays, short deliveries and/or defective stock and action immediately so as to least impact operations
- Regular liaison & negotiations with customers, suppliers, vendors and service providers
- Efficient stock management with 100% accurate month-end stock-in-hand figures, physical stock movement, including issuing of stock, ensuring stock security
- Continuous System and stock sheet data management
- Ensure necessary processes are in place to optimise stock keeping levels and management of back orders, availability of stock items, revised ETA's
- Ensure logistics processes, procedures and documentation are fully compliant to all legislative and regulatory requirements
- Ensuring timeous and correct courier of stock to outstations
- Manage and efficiently execute all stock counts
- Ensure that the racks are clearly labelled.
- Ensure that Stores is kept clean, tidy and orderly
- Manage servicing process and ensure warranties and guarantees are in place and used
- Effective procurement of day-to-day business consumables
- Ensure successful HR management including but not limited to resource planning, recruitment, development, management, communication, motivation and discipline
- Identify, understand and manage personal development requirements

EXPERIENCE AND QUALIFICATION REQUIREMENTS:

- South African Citizen or Permanent Resident with no criminal record
- Experience in stores, preferably in an Aviation environment, and stock control procedures

CORE COMPETENCIES & CHARACTERISTICS:

- Good communication and written skills - Good reporting skills
- Excellent time management skills - Deadline driven
- Attention to detail – Focused
- Computer literate – Microsoft Word / Excel / Outlook
- People Management Skills

If you meet the above requirements and are interested in an innovative and challenging working environment then we look forward to receiving your application (**covering letter, concise CV with at least two references**).

Applications to be emailed to Lara@cemair.co.za. Should you not receive a response within 2 weeks of applying, please consider your application unsuccessful.