



**Position Title: Expeditor**

**Department: Production Control**

***Basic Function:***

Responsible managing and distribution aircraft parts and materials for use at an MRO facility.

***Essential duties are as follows but are not limited to:***

- Monitor flow, control, issue parts and physically transport all aircraft parts to and from various locations and departments, including outside service parts.
- Track all in-house rework and internal work orders from stockroom
- Generate excel work order check list reports on current WIP based on shortages from Quantum Control System.
- Review material requirements for WIP on repair orders and purchase orders and to ensure all required parts have been issued to the designated work order.
- Coordinate priorities with Shipping/Receiving and Receiving Inspection to ensure Production Schedule is being followed.
- Work with inventory management and cycle flow to avoid work stoppage on current customer WIP
- Perform all other similar or related duties as assigned.

***Requirements:***

- High School diploma or equivalent; Must have working knowledge of stocking, receiving and distributions of parts.
- Must have excellent verbal & written English skills and be detail oriented.
- Prior experience in the Aviation industry strongly desired.
- Work with minimal supervision
- Strong organizational skills, be detail oriented and a team player
- Able to multi-task and adapt to handle critical situations
- Work independently in a physically demanding environment

***Basic Schedule:***

7:00 am – 3:30 pm Monday – Friday, additional time as needed.

*Interested candidates can submit their resumes for consideration to: [resumes@turbopowerllc.com](mailto:resumes@turbopowerllc.com)*

**Equal Opportunity Employer - Vet/Disability - Drug-Free Workplace**