

# WESTERN GLOBAL AIRLINES LLC

## JOB DESCRIPTION

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TITLE: <b>Stores Clerk</b>	DEPARTMENT: <b>Operations</b>
REPORTS TO: <b>Manager of Warehouse</b>	MAIN BASE: <b>Fort Myers, FL</b>
PAY RANGE: <b>TBA</b>	DATE REVISED: <b>2018</b>

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### OVERALL RESPONSIBILITIES

Western Global Airlines is looking to employ a Stores Clerk in Fort Myers, FL, whom is responsible for Warehouse Operations and Maintenance paperwork for Western Global Airlines as well as organizing the components sent to outside repair agencies.

### ESSENTIAL DUTIES

- Manage the warehouse Operations at RSW to support all operations; including UPS.
- Receive and Ship parts as directed to line stations and directly to aircraft as directed by the Manager of Stores/Director of Materials
- Assist in the movement of parts to/from the RSW Warehouse as necessary
- Assist with daily warehouse operational requirements as required by the GMM
- Assist the Warehouse Operations with the inventory systems to ensuring automated processes and formulas are consistent with the requirements of the GMM and operational requirements
- Assist Warehouse Operations with stock allocations to support system inventory
- Some lifting, bending and standing for extended period of time maybe required, no more than 50 lbs.
- Assist to ensure that all safety practices are followed adhered with fully.
- Assist Line Maintenance Management with handling of paperwork and communication with Estero-Headquarter. Including log pages for overnight workloads and material certifications.
- Coordinate with Line Maintenance Management and Maintenance Control to ensure timely delivery of Log Pages and QC packets as required by the GMM.

*The above responsibilities, duties, and skills are intended to describe the general requirements of the position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.*

## ESSENTIAL ELEMENTS

Education/Experience/Skills:

1. 1-year experience in air carrier
2. Perform other duties as assigned by Management.
3. Act, as deemed necessary, to resolve any problems or situations that may compromise safety

## THE COMPANY

Headquartered in Estero Florida, Western Global Airlines is an expanding FAA 121 certified cargo airline, operating MD-11 and 747-400 freighters throughout the world and offering exciting career opportunities. If you are a highly qualified excellent candidate looking for a fascinating, challenging, and meaningful career in the airline industry, with the added benefits of Southwest Florida's lifestyle, culture, beaches, warm weather activities, and the financial advantages of low cost living free of state income tax, we encourage you to send your resume to Human Resources at:

[Cynthia.apicella@westernglobal.aero](mailto:Cynthia.apicella@westernglobal.aero) or visit our website at

<http://www.westernglobalairlines.com/Careers>. We offer a highly competitive compensation and benefits package along with excellent advancement and growth potential.

## EQUAL OPPORTUNITY

Western Global Airlines is an Equal Opportunity Employer. It is the continuing policy of the Western Global Airlines to afford equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, place of birth, age, disability, veteran status, gender identity or any other characteristic or status protected by applicable law, in accordance with federal, state and local laws.

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