

WESTERN GLOBAL AIRLINES LLC

JOB DESCRIPTION

TITLE: Stores Clerk	DEPARTMENT: Materials
REPORTS TO: Materials/Maintenance	MAIN BASE: Shreveport, LA
PAY RANGE: TBA.	DATE REVISED: June, 2018

OVERALL RESPONSIBILITIES

Western Global Airlines – Stores Clerk in Shreveport, LA Warehouse, whom is responsible for Warehouse Operations and Line Maintenance paperwork for Western Global Airlines located at Shreveport, LA.

ESSENTIAL DUTIES

- Manage the warehouse Operations at SHV to support the UPS operation.
- Receive and Ship parts as directed to line stores and directly to aircraft as directed by the Manager of Stores/Director of Materials
- Assist in the movement of parts to/from the SHV 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-year experience in air carrier or equivalent work experience/training
- Perform other duties as assigned by the Warehouse Operations and/or Maintenance/Maintenance control.
- Take action, as deemed necessary, to resolve any problems or situations that may compromise safety or company policies
- Willingness to work overtime and off schedule shifts as necessary.

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 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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