



## WESTERN GLOBAL AIRLINES, LLC

TITLE: <b>Repair Administrator</b>	DEPARTMENT: <b>Materials</b>
REPORTS TO: <b>Manager of Repairs</b>	MAIN BASE: <b>Estero, FL</b>
PAY RANGE: <b>TBA</b>	DATE REVISED: <b>Currently</b>

### ***JOB DESCRIPTION***

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#### **ESSENTIAL DUTIES**

- Coordinate and create Repair Orders (RO) for rotatable, calibrated tooling and repairable components that have been removed from our fleet and required to be repaired/overhauled/calibrated to support our fleet worldwide.
- Review all components for reparability to ensure that repair is feasible and economical. Also monitor current stock levels and usages, to determine the necessity of the repair.
- Determine the responsible sources of repair and ensure that the Vendor is approved per our GMM requirements.
- Work closely with the Quality Control/Quality Assurance to make sure that Component Repair Vendors are approved and maintained per the GMM requirements.
- Continually working on finding better and more economical and quality repair vendors and ensuring they meet our approved vendor requirements per the GMM.
- Evaluate repair orders to ensure compliance with all Federal Regulations and Company policies regarding quality, documentation and traceability.
- Negotiate and discuss pricing and other options with the Vendor to ensure that the Repair Quote meets our economical and quality requirements.
- Expedite open repair orders.
- Work closely with the Purchasing department to ensure that repair components are supplied and available to support the flying fleet.
- Work with vendors directly to determine the shipping method and location of each Repair component, if necessary.
- Work with the Vendor and Quality Control to ensure that units that become Beyond Economically to Repair (BER) are returned or scrapped per our GMM procedures.
- Support Line and Heavy Maintenance repair requirements in a timely manner.
- Provide reports reflecting the monthly repair costs to the Director of Materials

*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.*

### EDUCATION AND TECHNICAL REQUIREMENTS

- Bachelor's Degree or Technical Degree Required or 2 years of Aircraft Parts Purchasing experience
- Must be willing to relocate to the Estero, Florida area
- Excellent communicator and motivator and organizational skills
- Work with little or no supervision
- Must possess the desire and ability to work in a fast-paced environment, and work well under pressure
- Willing to work various hours, to include nights, weekends, and holidays. The schedule is 4 days on, 3 days off. Must be flexible to work overtime as needed.
- Ability to make quick decisions while working in a high pressure, ambiguous environment while handling multiple tasks

### 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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