



F-720-003

Revision 6

Logistics Engineer

Company Overview:

Newcastle Aviation is a global aviation products provider that promotes a work environment of teamwork and entrepreneurial enthusiasm. We are dedicated to supporting the commercial airline, regional airline and general aviation marketplace through the sale, exchange and lease of aviation products.

Job Description:

This full-time position supports the company's logistics and repair operations. Emphasis is placed on integrity, professionalism, and concise and timely communication and support. This position will be responsible for warehouse maintenance, storage, receiving, packing and shipping and from time to time will assist with purchasing and component repair administration in compliance with Newcastle Aviation's Quality Management System (QMS) and corporate policies and practices.

Newcastle Aviation offers a range of opportunities for high-potential people to achieve their career goals in an exciting entrepreneurial work environment. Newcastle Aviation has always believed in promoting from within, and your success in this position will position you for advancement opportunities as we continue to grow.

Key Accountabilities:

- Perform all tasks related to product storage, receiving, packing, shipping, warehouse housekeeping and maintenance, pre/post shipment logistics coordination, and component repair administration.
- Produce reports that monitor Newcastle Aviation's logistics performance and assist with the implementation of our continuous improvement initiatives.
- Coordinate logistics issues with customer's, co-workers and management on a daily basis.
- Assist management with on-going warehouse layout and capacity requirements planning.
- Assist with repairs and purchasing administration from time to time, and any other assigned support tasks and responsibilities.

- Carry out all recurring and assigned tasks and responsibilities with emphasis placed on meeting or exceeding our internal and external customer obligations.
- Make decisions based upon company policies and procedures as well as state and federal regulations within a work environment of basic to moderate complexity.
- Carry out duties in a manner that safeguards health, safety, warehouse security and product preservation.
- Track and coordinate the planned maintenance of warehouse machinery and equipment.
- Effectively support all aspects of Newcastle Aviation's Quality Management System (QMS) as required by the responsibilities of the position and by management.
- ERP experience desired – Quantum preferred.
- Working knowledge of aviation airworthiness paperwork and records is preferred.

Job Qualifications:

A positive attitude and willingness to work in a challenging and accountable environment is required. Solid oral and written communication skills, computer experience (office programs such as Word, Excel, Outlook, etc.), strong attention to detail, three to five years of aviation operations or warehouse/inventory management experience with knowledge of aviation certification paperwork is preferred. Must be results oriented with a desire to work with people. Must be able to lift packages weighing up to 70 pounds, Must have the ability to operate a warehouse forklift and other material handling devices (training will be provided), and climb ladders and retrieve product stored on vertical racking. A majority of the work is located in a warehouse environment, with some work to be completed in a standard office environment. A two or four year college degree with aviation or aerospace experience is preferred.