



F-720-003

Revision 1

Sr. Manager, Supply Chain (Purchasing and Repairs)

Company Overview:

Newcastle Aviation is a global aviation products provider that promotes a work environment of team work 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 position is primarily responsible for supporting the company's purchasing and repair management operations, and to assist with warehouse operations on a part time basis. Emphasis is placed on integrity, professionalism, and concise and timely communication and support 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:

- Oversee all aspects of strategic purchasing and repairs management with an emphasis placed on price, quality, delivery and warranty and vendor performance.
- Assist with warehouse and vendor management operations on a daily basis.
- Provide analytical support to management by collecting, modeling, analyzing, and forecasting repair and purchasing data and trends, that support making strategic purchasing and repair recommendations. Carry out all recurring and assigned repair administration responsibilities with emphasis placed on meeting or exceeding our internal and external customer obligations.
- Carry out other duties, assignments and projects directed by management.
- Carry out duties in a manner that safeguards employee health, safety, security and product preservation.
- 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 required – Quantum preferred.

Job Qualifications:

A positive attitude and willingness to work in a challenging and accountable environment is required. Solid analytical, oral and written communication skills, computer experience (office programs such as Quantum, Word, Excel, Outlook, etc.), strong attention to detail, technical purchasing or technical repair administration is required. Must be results oriented with a desire to work with people. A two or four year college degree or FAA Airframe and Powerplant (A&P) Certificate, or equivalent, is required. A minimum of three (3) years work experience in airline and/or MRO operations is required, plus a general working understanding of FAA regulatory requirements and ISO9001/AS9120 quality standards, and MRO vendor management and contracts administration.