

## NOTICE OF POSITION AVAILABLE

### Stores Person

Conair is Canada's most experienced specialty aircraft operations provider, delivering a comprehensive range of aerial fire control products and services to a variety of national and international customers and partners. Our long-standing reputation for providing service excellence makes us an industry leader.

People define Conair and we currently have an opening for a full time permanent Stores Person position.

Reporting to the Materiel Crew Leader, the Stores Person should be familiar with the process of issuing, and receiving parts, tools and materials from the stores locations. The Stores Person will be required to move inventory and the appropriate paperwork between the numerous stocking locations and overhaul shops. They will be expected to stock inventory in the appropriate locations and will participate in the counting of inventory. They must be able to maintain accurate records. They are expected to perform all duties in accordance with the company's safety philosophy.

#### **In this role your duties will include the following:**

- Issue parts, tools, and materials and ensure that the required recordkeeping is completed in a timely and accurate manner;
- Stocking goods; in the stores locations and the AN hardware carts;
- Ensure all products that are covered by WHMIS are handled and controlled as outlined in the WHMIS hand book;
- Deliver and pick up goods and inventory from the stores locations and overhaul shops;
- Perform regular inventory counts, cycle counts;
- Be familiar with the requirements of domestic and international shipping;
- Receiving goods and ensuring that the quantity, quality and paperwork is correct;
- Build kits for stock or work order allocation following a Bill of Materials (B.O.M.);
- Other related duties as assigned.

#### **We are looking for someone with:**

- Knowledge of aircraft parts, tools, equipment and supplies;
- Basic knowledge of policies and procedures pertaining to storekeeping activities;
- Ability to obtain \ maintain Transportation of Dangerous Goods Certification;
- Ability to obtain \ maintain Airside Vehicle Operator Permit (AVOP);
- Knowledge of the systems used to control the inventory;
- Must be familiar with equipment used for the control of inventory, e.g. computer, Barcoding;
- Must be able to communicate clearly in English, both written and verbal;
- Must be familiar with the practice of Continuous Improvement;
- Must be familiar with hazardous spills response/reporting procedure;
- Must be familiar with WHMIS rules and regulations;
- Ability to work shifts as the need arises;
- Ability to deal with people in a professional and courteous manner;
- Ability to obtain \ maintain forklift operation certificate;
- Work well individually and in a team environment.

#### **Training/Education:**

- Completion of Grade 12;
- Holder of a valid B.C. driver's license;
- Previous experience working with aircraft parts preferred.

If you are qualified and interested in this position, please submit your resume to [comework@conair.ca](mailto:comework@conair.ca) by May 31, 2019 with **Stores Person** in the subject line.

**\*\*\*Must be legally entitled to work in Canada (Canadian citizenship or permanent residency)\*\*\***