

COMPANY DESCRIPTION:

AirDyne is a small, privately owned, highly focused aircraft special mission systems engineering, manufacturing, and aerospace research firm.

POSITION TITLE: Part-Time Stores Clerk

LOCATION: Brooksville, Florida, USA

SUMMARY OF POSITION/ POSITION DUTIES:

1. Reports to Store Manager and in his/ her absence, the Materials Manager.
2. Kits all work orders provided by Production Planner.
3. Maintains inventory of all stock, location, part number, quantity, vendor, date received, date issued, and work order, or disposition assigned.
4. Ensures that all parts and materials are received, documented, and proper paperwork is in order against the shipping invoice, packing slip, C.O.C., and the Purchase Order to include part number, revision, and quantity.
5. Maintains all incoming and outgoing shipping is documented in accordance with AirDyne procedures.
6. Maintains a stockroom in accordance with AirDyne procedures.
7. Package/ palletize process shipping utilizing FedEx Ship Manager.
8. Assist/ back-up Store Manager as requested.

QUALIFICATIONS

High school diploma with experience in stockroom/ warehouse experience. Solid math skills (addition/ subtraction/ multiplication), and good physical conditioning. Must be able to lift 50 pounds, requires long periods of standing and must be able to withstand various temperature conditions.

Skilled with PC (MS Office Pro) and inventory software (like Quantum or other AS9100) acceptable types a plus.

SALARY AND BENEFITS: Based upon qualifications

JOB TYPE: Part-time

ELIGIBILITY OF APPLICANTS: U.S. citizen or Permanent Resident

TRAVEL: No

RELOCATION: No

INTERVIEW TYPE: Telephone or Company Site

All applicants must include a cover letter and salary requirements to be considered.

Cover letter must provide the following:

1. Introduction
2. Reason that individual would be the best fit for the position
3. Questions about the position.
4. Salary Requirements

AirDyne Aerospace participates in E-Verify employment authorization.

AirDyne Aerospace is compliant with 52.222-35, Equal Opportunity for Veterans; and 52.222-36, Equal Opportunity for Workers with Disabilities.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, disability, age, genetic information, or protected veteran status.