



## AVIATION CAREER

### Parts Counter Support For our Kelowna Base

Kelowna Flightcraft is an exciting and diversified Aviation Company nestled in the beautiful Okanagan Valley and in one of the most desirable cities to live in – Kelowna, BC. We have nearly 1000 employees currently working with us from Vancouver, BC to St. John's, NL. Kelowna Base, which is also head office, is a heavy maintenance and heavy modification Base. This facility supports Boeing 727, 737, 757, 767, Convair 580's, Dash 8, and Astra 1125.

### We have an opening for Parts Counter Support

The Parts Counter Support position reports to the Inventory Counter Supervisor. The Parts Counter Support position is responsible for providing a high level of customer service in the following areas: materials handling, materials stocking, materials staging, controlled products handling, inventory management and housekeeping and administrative support for Kelowna Flightcraft.

#### Duties and Responsibilities include but not limited to:

- **Materials Handling**—Locating, issuing and restocking Consumable and Rotable aircraft parts and supplies as requested by company personnel.
- **Materials Stocking**—Ensuring accurate stocking and restocking of all stores materials.
- **Materials Staging**—Ensuring requested materials are pulled and prepared for delivery in a timely and accurate manner.
- **WHIMIS Products Handling**—Labeling and stocking WHIMIS or expiry controlled items appropriately. Recognizing and correcting any deficiencies in labeling. Provide access to and interpretation of the Material Safety Data Sheets (MSDS) as requested.
- **Inventory Management and Housekeeping**—Ensure parts are in standard format for stocking and ready to be picked as needed and that work area is clean, organized and free from hazards.
- **Administrative Support**—Functions as after hours switchboard and address incoming calls for material movement during regular business hours. Provide administrative support and data entry to Inventory Counter Supervisor as required.

#### Skills & Experience Required:

- Grade 12
- Strong sense of urgency and accuracy
- Demonstrated organizational skills and attention to detail
- Strong interpersonal skills
- Able to work effectively independently and as part of a team
- Strong initiative and multi-tasking skills
- Basic computer skills and familiarity with MS Office programs and Internet
- Must be able to work rotational shift work
- Must be physically fit

- lifting aircraft parts and supplies up to around 50 lbs
- standing for an extended period of time (up to 12 hours)
- constant reaching and bending to shelves
- climbing step ladders and stairs regularly to retrieve parts from the higher shelves
- Must be able to move/respond quickly to job requirements
- Previous work experience in a customer service, parts environment would be an asset

**Personal Suitability:**

- Must be physically fit (lifting, standing, reaching, climbing step ladders)
- Able to work effectively independently and as part of a team
- Must be able to work rotational shift work

To support your career we offer a competitive salary, paid vacation, a matching pension plan, and a benefit plan that includes: BC Medical, extended medical, dental, life and accident insurance, paid sick time, short and long term disability and an Employee and Family Assistance Program. These benefits are extended to a spouse and dependant children.

**Kelowna Flightcraft Ltd. is an equal opportunity employer**

Forward or deliver resume to: Human Resources Dept.  
Kelowna Flightcraft Ltd.  
5655 Airport Way  
Kelowna, BC V1V 1S1  
Fax number (250) 491-5584, e-mail [jobs@flightcraft.ca](mailto:jobs@flightcraft.ca)

*We wish to thank everyone who applies but only those selected for an interview will be contacted.*