



**LOGISTICS CO-ORDINATOR – MATERNITY COVER  
INFLITE MRO SERVICES LTD  
SOUTHEND  
ESSEX**

Inflite MRO have an exciting opportunity for a Logistics Co-Ordinator to join their team until March 2022 based in Southend, Essex.

Job Title: **Logistics Co-Ordinator**

Location: Southend, Essex

**JOB PURPOSE:** The Logistics Co-Ordinator will be responsible for the efficient and effective running of purchasing functions and import and export control. The ability to multi task and work under pressure are essential requirements of this role.

**MAIN RESPONSIBILITIES AND DUTIES:**

- Purchasing a wide range of aircraft parts and materials in line with operational procedures.
- The timely placement of purchase orders and delivery of parts in line with operational requirements.
- Resolving and investigating supply chain errors and examining via root cause analysis.
- Ensuring the highest level of service is provided and maintained for both internal and external customers.
- Ensuring parts and materials are purchased at the most competitive price.
- Assist in developing and implementing policies and procedures for Materials Purchasing and ensuring these are understood.
- To carry out a comprehensive review of the Purchasing function and its methodology and identify and suggest operational improvements for approval by the Line Manager
- Identify new suppliers including discount structures and volume rebates.
- Responsible for monitoring, on a daily basis shipments arriving from outside the EU, on a monthly basis the MSS data reports and for ensuring a system is in place to answer any queries raised by Customs and Excise. Ensuring that information which is incorrect is rectified within 2 months as directed by Customs and Excise. Creating quarterly Inward Processing Reports (IPR) for Customs and Excise including additional information if required.
- Ensuring the correct incoming information and export licenced is used prior to controlled exports (Military) being shipped and providing an annually report.
- Ensure perpetual inventory is carried out and yearly stock takes.
- Control RTP (return to parts) Material to demand, manage donors units and service exchanges through the WIP cycle.
- Control of consignment stock both at Inflite MRO and consignment's out at consignee's premises.



- As a Goods Inwards Inspector stamp holder assist with the booking in of purchased and customer supplied parts and signing off C of C's of parts sold.
- Perform any other duties within your capabilities as directed by the Company

## **SKILLS AND EXPERIENCE**

### **ESSENTIAL**

- Demonstrable experience in a similar role in a purchasing environment within the aviation industry.
- Computer literate with experience in ERP software and Microsoft Office.
- Excellent organisational and communication skills
- Full Clean UK Driving Licence

### **DESIRABLE**

- Material inspection experience

To submit your CV for this exciting **Logistics Co-ordinator** opportunity, please click 'Apply' now.