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# INFLITE THE JET CENTRE



<b>Job Title:</b> Materials Manager	<b>Abbreviation:</b> MM
<b>Reports to:</b> General Manager	<b>Division/Department:</b> Purchasing & Stores
<b>Deputised by:</b> Purchasing Supervisor & Stores Supervisors	<b>Location:</b> Stansted

## JOB PURPOSE

Manage the Purchasing Department to secure that materials and services are procured in a timely and cost-efficient manner to support on-time delivery of aircraft being maintained at Inflite. Manage the Stores Department to secure that all material are stored and managed in accordance with Part 145 requirements, guaranteeing their availability in a cost efficient manner to support on-time delivery of aircraft being maintained at Inflite.

## ACCOUNTABILITY

- Accountable for the performance of the Purchasing & Stores Departments.
- Accountable for the quality of the work performed.
- Accountable for compliance of the with applicable regulations in all aspects of the activity (Part 145 MOE; DGR/HAZMAT , HMRC import export, Export control ...).
- Accountable for the efficient and correct usage of ITJC's ERP: WINGS.
- Accountable for the accuracy of the MSS data reports substantiation material, 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.
- Accountable for all regular management reporting needs, personally or otherwise, and ensure that the required data is complete accurate and provided in a timely manner.

## MAIN RESPONSIBILITIES AND DUTIES

### Material Planning and Procurement:

- Develop and implement comprehensive material planning strategies to ensure adequate stock levels, availability, and optimum inventory turnover.
- Collaborate with engineering, maintenance, and production teams to forecast material requirements based on work orders, projects, and scheduled maintenance activities.
- Identify reliable suppliers, negotiate contracts, and manage relationships to ensure cost-effective procurement of materials and equipment.
- Maintain a robust vendor management system, monitor supplier performance, and address any issues or non-compliance in a timely manner.

### Inventory Management:

- Establish and maintain an accurate inventory control system, ensuring proper tracking, identification, and documentation of all materials and supplies.
- Conduct regular inventory audits to verify stock accuracy, identify discrepancies, and implement corrective actions.
- Analyze inventory levels and consumption patterns to optimize stocking levels, minimize excess inventory, and avoid shortages.
- Implement effective measures for shelf-life management, including proper storage, rotation, and disposal of expired or damaged materials.

### Logistics and Warehousing:

- Coordinate inbound and outbound logistics, including receiving, inspection, storage, and distribution of materials.

- Collaborate with transportation providers and internal teams to optimize shipping and delivery processes, ensuring timely and cost-effective material flow.
- Supervise the warehouse team, providing guidance on material handling, storage, and packaging procedures.
- Ensure compliance with regulatory requirements for the storage, handling, and transportation of hazardous materials.
- Secure that the exchange core units are returned within deadline and that no financial penalty are drawn on the company for late returns.

**Documentation and Compliance:**

- Maintain accurate and up-to-date records of all materials, including purchase orders, invoices, delivery notes, and inspection reports.
- Ensure compliance with applicable regulatory standards, including Part 145 requirements, EASA regulations, and industry best practices.
- Participate in internal and external audits, providing necessary documentation and implementing corrective actions as required.
- Stay informed about industry trends, technological advancements, and regulatory changes related to aviation materials management.
- Monitor, 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. If WINGS Super-User: Ensure WINGS updates are safe to be implemented. Support continuous improvement of WINGS.

**Team Collaboration and Leadership:**

- Collaborate closely with cross-functional teams, including maintenance, engineering, finance, and quality, to ensure seamless material flow and support operational requirements.
- Provide leadership and guidance to the material management team, fostering a culture of continuous improvement, accountability, and safety.
- Conduct performance evaluations, identify training needs, and mentor team members to enhance their skills and knowledge in materials management.
- Encourage and help drive the culture of continuous improvement in terms of cost efficiency, quality and health and safety and challenge existing operation practices and systems and adopt industry best practice. Organise and control team working time, including holiday and shift cover where required securing continuous coverage of the company operation.
- Ensuring staff are trained to the required standards and understand their job role.
- Ensure compliance with the company Safety system in respect of actively advocating, promoting & implementing safety policy – Identification, assessment and resolution of risks & hazards, ensuring operational safety in the workplace, implementing corrective & safety actions within required timescales, ensuring staff remain actively aware & comply with requirements of the company safety system. Actively participate in company management & safety forums.
- Perform any other duties within your capabilities as directed by the Company

**AUTHORITIES**

- Has disciplinary authority over the staff working within his/her area of responsibility
- To request and provide assistance to whatever management level is required
- To request assistance from other departments
- To propose additional trainings and procedures updates
- To propose modifications on WINGS and approve updates.

**QUALIFICATIONS & PREREQUISITES**

- Bachelor's degree in supply chain management, logistics, aviation management, or a related field. Relevant work experience will be considered in lieu of a degree.
- Extensive experience in material management, preferably within the aviation industry and Part 145 MRO environment.
- Strong knowledge of aviation materials, including aircraft parts, consumables, tooling, and equipment.

- Familiarity with regulatory requirements and industry standards for aviation materials management, including Part 145 regulations and EASA guidelines.
- Proven experience in material planning, procurement, inventory management, and warehouse operations (such as WINGS).
- A background with using Lean or Continuous Improvement.

#### OTHER SPECIFICATION

- Excellent analytical, problem-solving, and decision-making skills and able to prioritise work in a fast-paced environment.
- Effective communication and negotiation abilities with the ability to build and maintain strong relationships with suppliers.
- Strong leadership and team management skills, with the ability to motivate and develop team members.
- Attention to detail, strong organizational skills, and the ability to multitask in a fast-paced environment.
- Maintain strict company and customer confidentiality.
- Attend and successfully pass all mandatory trainings & assessments according to the area of activity.

#### What We Offer:

- **Competitive Salary:** We recognise and reward your skills and expertise with a salary that reflects your contributions.
- **Generous Annual Leave:** Enjoy increasing annual leave entitlement as you grow with us.
- **Salary Exchange Pension Scheme:** Secure your financial future with our comprehensive pension plan.
- **Employee Assistance Programme:** Receive support for your mental and emotional well-being.
- **Life Assurance:** Gain peace of mind for yourself and your loved ones with our life assurance coverage (subject to scheme rules).
- **Employee Cash Plan:** Access financial assistance for health and well-being-related expenses.
- **Enhanced Maternity and Paternity Schemes:** We support you and your growing family during significant life milestones.
- **Professional Growth and Development:** Access continuous opportunities to enhance your skills and advance your career.
- **State-of-the-Art Equipment and Technology:** Work with cutting-edge tools and technologies.
- **Ongoing Training and Certification Programmes:** Stay up-to-date with the latest industry standards and practices.
- **Career Advancement Opportunities:** Clear paths for progression within our dynamic organisation.