



Job title	Maintenance Inventory Clerk
Reports to	Controller

Job Summary

Alaska Seaplanes is dedicated to providing the highest standard of safety and customer service in Southeast Alaska. Alaska Seaplanes Maintenance Inventory Clerk is responsible for assisting in the organization and availability of aircraft parts and consumable inventory.

Essential Duties and Responsibilities

- Maintain a clean, organized and safe parts inventory space
- Label, barcode and receive inbound inventory
- Organize and maintain stock of packing materials and boxes
- Conduct a weekly audit of shop consumables
- Maintain adequate levels of stock consumables
- Routinely clean inventory and parts area
- As needed dispose of batteries, tires and scrap metal and accumulated recycling materials
- During the summer season will work as communication liaison for parts status between nightshift and Parts Inventory Technician
- Assist in audit of biannual parts inventory and conduct routine spot checks
- Tool Calibration Tracking
- Present a professional and positive image of Alaska Seaplanes
- Comply with all safety procedures and Alaska Seaplanes policies
- Other duties as assigned

Qualifications

- Must be 18 years of age
- Preferably 12 months work experience in inventory, shipping, or similar field
- Familiarity with or desire to learn about aircraft and aviation
- Must be a United States Citizen or provide proof of right to work in the U.S.
- Must possess a valid driver's license
- Must be able to obtain a Juneau Airport Badge with Driver's License endorsement
- Must have organizational skills
- Must have computer skills
- Be a self-motivated team player
- Be punctual and dependable
- Able to fluently read, write, and speak English
- Must be physically able to lift and move up to 60lbs safely, and occasionally heavier items



- Must be able to communicate clearly and effectively

Working conditions

Working conditions include sitting, standing, and walking in the maintenance hangar. The hangar will be open to the outdoors at times. Some driving of company vehicles will be required.

Physical requirements

Physical demands that are essential to the job include standing, sitting, walking, bending. Lifting up to 60lbs, and heavier items occasionally, and carrying boxes, and various objects. Most items are small and light weight with the occasional large or heavy aircraft part.

Direct reports

None.

I have received the job description for Maintenance Inventory Clerk as set forth by Alaska Seaplanes. I have no physical limitations that would hinder me from performing the essential job duties of a Maintenance Inventory Clerk as described. I understand the essential job functions, duties and responsibilities described that are required of me in this position.

Name _____ Sign _____ Date _____

Can you perform the essential job duties, including physical requirements? Yes or No (circle)

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