



## **Maintenance Inventory Technician**

Alaska Seaplanes' Maintenance Department is hiring a Maintenance Inventory Technician to join our team, located in Juneau! Alaska Seaplanes is the premier commuter airline, serving 14 communities throughout Southeast Alaska. This position is located in our maintenance hangar next to the Juneau International Airport.

We are seeking a positive, honest team player with excellent organizational skills, who will provide key support with shipping and receiving aircraft parts and tracking the Maintenance inventory room. The right individual will have the ability to multi-task efficiently and constructively, while remaining detail-oriented and resourceful in completing tasks.

**Work Schedule:** This is a full-time permanent position. Five days a week, Monday – Friday, eight hours per day between 7am and 5pm.

**Compensation:** The hourly rate will vary based on experience, starting at \$22 per hour.

### **Maintenance Inventory Technician Job Responsibilities:**

- Keep the parts area organized
- Order aircraft parts and make purchase and component repair orders
- Complete purchase order paperwork
- Receive aircraft parts and enter into inventory system
- Label and barcode inbound inventory
- Assign aircraft parts to aircraft and jobs
- Create jobs in maintenance tracking system
- Communicate with Director of Maintenance, Line Mechanics, and accounting personnel regarding inventory and order status
- Audit the parts room twice a year
- Assist in tracking of aircraft, inspection, and component times
- Present a professional and positive image of Alaska Seaplanes
- Comply with all safety procedures and airline policies
- Other duties as assigned

### **Benefits:**

- Medical and Dental
- 401k retirement plan with generous company match
- \$50,000 life insurance plan paid by the company
- Paid Time Off

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Juneau, AK 99801  
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- Flight/freight benefits with Alaska Seaplanes
- Flight benefits with Alaska Airlines and Delta
- Reciprocal benefits with several local vendors

**Qualifications:**

- Must be 18 years of age
- Preferably 12 months' work experience in inventory, shipping, or similar.
- 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
- Must Be a self-motivated team player
- Must 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

If the Alaska Seaplanes' Maintenance Inventory Technician position sounds like the right fit for you, we'd love to hear from you! To apply, please email your resume to [hr@flyalaskaseaplanes.com](mailto:hr@flyalaskaseaplanes.com).

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