

# United Kingdom Jobs Expertini®

## Logistics & Stores Supervisor

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Company: Maintenance & Repair Europe

Location: Ramsgate

Category: other-general

**AMETEK, Inc** is a leading global manufacturer of electronic instruments and electromechanical devices with annual sales of approximately \$5 billion.

At AMETEK, we are committed to a corporate culture that values diversity and fosters a work environment that enables colleagues to develop meaningful and rewarding careers.

We consider ourselves responsible corporate citizens and are committed to operating our facilities in an environmentally responsible manner. We also are sensitive to the needs of our communities, and, as a company, support programs that help those communities meet their health, education, and social needs.

AMETEK is publicly traded on the New York Stock Exchange (NYSE: AME) and a component of the S&P 500.

AMETEK MRO, a unit of AMETEK Aerospace & Defense, is a global provider of third-party MRO services to commercial, regional, and general aviation customers as well as military, helicopter, and business jet markets.

The pursuit of innovation and excellence are the driving force at AMETEK MRO. For decades, our businesses have served the MRO market offering total solutions. With a focus on innovation, performance and integrity, AMETEK MRO is well positioned in highly competitive market segments to expect continued business growth. Supporting this growth are our fourteen certified repair centers and over 700 employees across the globe.

AEM Limited has been Europe's leading independent overhaul and repair facility for more than 60 years. The company has a solid reputation in the aerospace industry for providing a broad range of services to international and regional airlines, helicopter operators and

airframe manufacturers. Conducting business from three sites in the United Kingdom, AEM offers specialist services for more than 5,000 components over a variety of aircraft systems with capabilities covering aircraft windings, electrical power, hydraulic components, landing gear and safety equipment. In 2007 AEM Limited was acquired by AMETEK Inc, a global manufacturer of electronic instruments and electromechanical devices as a unit within AMETEK MRO's Aerospace and Defense Division, a recognized global provider of third-party MRO services to commercial, regional, and general aviation customers as well as military, helicopter, and business jet markets.

Website:

## **Roles & Responsibilities**

### **Logistics**

Ensure goods are distributed within the Ramsgate Business Units between FPBU & MPBU ensuring delivery & collection as per agreed schedule, items must be delivered to and collected from the correct department.

Managing logistical deliveries and collections with customers and freight forwarders both overseas and within the UK.

Managing daily collections with courier services online i.e., DHL/FedEx etc.

Manage, support with Maintaining and controlling warehouse activities, i.e., repair and modify customer crates as required, ensure shipping crates are identified and stored in the correct location etc.

Maintain and manage quarantine control requirements for items received that do not have the correct paperwork, or the items do not match the customer order, delivery note.

Manage and prepare paperwork ready for items to be collected, example: Generate Dispatch Notes, Customs Invoice.

Manage the distribution of received Consumables to the correct department and location within AEM, taking special care as per company instructions when handling hazardous chemicals, solutions etc.

Manage and support the Preparation of aviation components/Assemblies ready for despatch in accordance with customer and regulatory requirements.

Manage the Ramsgate Fleet Vehicle maintenance requirements and those regular checks are completed accordingly, ensuring the vehicles are road legal and all company vehicles are only used by approved personnel.

Manage deliveries and collections of customer goods within the UK as required.

Manage and support forklift duties are required to maintain the logistics warehouse, load and unload delivery vehicles and deliver items across the Ramsgate facility.

Manage and Raise MPBU/FPBU workorders and all relevant paperwork. Undertake computer data entry and filing as required.

## **Stores**

### **Manage and support the following activities for the Commercial and bonded stores**

Receipt Inspection of commercial and approved bonded spares and material.

Book received items into the AEM Quantum Database.

Maintain supplier control for items received incorrectly, liaise with Purchasing and the Quality departments.

Informing the Purchasing and Quality departments of any Suspected Unapproved Parts, paying particular attention for (PMA) Awareness Product Manufacturing Approval.

Allocation of spares through Quantum to produce pick tickets for quoting purposes.

Print and prepare pick tickets to facilitate the picking of approved spares for workshops.

Pick approved spares and distribute to correct workshop.

Allocate, reserve materials i.e., metals to work orders.

Control and distribute approved consumables.

Conduct Regular PI counts (Physical Inventory Counting).

Complete Shelf-life checks as per schedule and follow appropriate disposal for shelf-life expired goods.

liaise with various departments for all stores related issues.

## General

Ensure quality standards are maintained in accordance with CAA, EASA, FAA and Company procedures.

Comply with health, safety, and environmental regulations.

Maintain (FOD) Foreign Object Debris and 5's requirements for the Logistics and Stores Department

## Experience

Numerate and literate - minimum GCSE (or equivalent) Maths and English (essential).

Hold a clean UK driving licence (essential)

Hold a forklift licence (counterbalance) - essential.

Health and Safety Qualifications (Working with Hazardous Chemicals etc) (desirable)

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