Materials Coordinator – East Coast

Engineering

Brisbane

Skywest Airlines (Australia) Pty Ltd has been proudly meeting the transport needs of Western Australians for almost 50 years, currently flying to 25 destinations. Skywest carried over 810,000 passengers across all RPT, Charter and fly-in-fly out services during the 2010/2011 financial year. Skywest operates flights across regional Western Australia, as well as Darwin, Melbourne and internationally to Denpasar, Bali. Skywest received the 2011 AIM International Company of the year award reflecting the company's outstanding corporate performance, culture and governance.

Position Overview

Due to our continued growth, we are currently seeking an experienced Materials Coordinator to join our Brisbane base. As the Materials Coordinator, you will be responsible for the control and management of all aircraft components, to ensure CAR30 maintenance requirements are met. Duties in this role include:

- Management of all Skywest East Coast stock holding, both forecasted against maintenance due lists as dictated by the CAR30 Maintenance Schedule
- Quality oversight inventory management
- Expedite the processing of repair orders so as to ensure stock availability is maintained at all times
- Carry out other duties as required by the Procurement Controller

To be successful I this role you will have previous experience in material management and procurement with the aviation industry. Strong report writing and excellent communication skills are essential for this role.

Benefits and Remuneration

In return, commensurate with skills and experience we will offer a competitive remuneration package along with salary sacrificing options and generous travel benefits. In support of work life balance, benefits such as flexible working arrangements may be negotiated to meet your personal circumstances. For further information on the rewards and benefits of working for Skywest Airlines, please visit our website.

Application Closing Date and Contact Details

Applications must be accompanied by a CV and cover letter and forwarded to the Recruitment team by emailing Recruitment@skywest.com.au by 4pm, Thursday the 22nd of November 2012.

Skywest Airlines (Australia) Pty Ltd is an equal opportunity employer and encourages applications from all sections of society.