



## **Full Job Description**

### **CS Distribution & Logistics Specialist Sr in GAC Savannah**

#### **Unique Skills:**

**Strong Communication Skills**

#### **Education and Experience Requirements**

**High School Diploma or GED required. College coursework desired. 4 years experience in distribution, warehousing, material handling, shipping, or receiving. 2 years Gulfstream experience preferred.. Valid Driver's License required. Position Purpose:** Use a strong understanding of all regulatory and quality practices as relates to the receipt inspection, storing and shipment of material (domestically and internationally), to support AOG requirements and distribution needs in all Gulfstream markets. Under low to moderate supervision, coordinate to ensure that material is replenished in a timely manner and all documentation and export requirements are fully adhered to. **Demonstrate an understanding of business expectations for Supply Operations and an ability to make sound and timely business decisions in a high-paced productive environment.**

## **Job Description**

### **Principle Duties and Responsibilities:Essential Functions:**

- **Monitor and resolve AOG situations in a timely manner. Ensure conformance to AOG response policy to include effective and timely communication and execution.**
- **Process pick tickets/ orders by pulling and issuing parts to support service center, spare parts sales, back shops, ASC and distribution allocation. Ensure all applicable regulatory documentation accompanies parts and ensure exportation to aircraft tail number compliance.**
- **Prepare parts for shipment to customers, vendors, supplier facilities and distribution allocation in accordance with FAA, EASA, and other Civil Air Authorities' regulations. Display strong understanding of country specific bilateral agreements and regulatory requirements.**
- **Hold RI and CDI inspection stamps. Using delegated receipt inspection authority, receive and inspect all parts in accordance with FAA, repair station or PAH requirements, utilizing all current and legacy inventory systems.**
- **Strong understanding of trade compliance guidelines. Ensure customs clearance compliance by confirming HS codes, manufacturer certification, and country of origin information prior to shipment as applicable. Complete electronic customs filing as applicable.**
- **Use inventory management systems to process all transactions associated to material handling and distribution.**
- **Handle, transport and prepare shipment of Dangerous Goods in accordance with DOT, FAA and other applicable standards.**
- **Work to resolve any work order, distribution or other discrepancies and elevate to appropriate party as needed.**
- **Transact core and warranty exchanges and customer property.**

- **Demonstrate strong understanding of special inventory processes and programs to include CIMs, Special Missions, ASC Kitting, etc. as required.**
- **Maintain clean and orderly work environment.**
- **Demonstrate brand protection awareness by adhering to Material Handling Standards.**
- **Participate in FAA and other repair station civil aviation authority audits.**
- **Resolve issues and communicate resolution of assigned inventory non-conformance reporting. Assist with Cycle Count discrepancies.**

**Perform other duties as assigned. Other Requirements:**

- **Ability to obtain certification to operate forklift and other material handling equipment.**
- **Must possess and maintain a valid driver's license. Ability to pass DOT medical exam.**
- **Expert user of computerized inventory procedures and management system. Corridor/SAP experience preferred.**
- **Excellent working knowledge of Microsoft Office Suite.**
- **Excellent written and verbal communication skills. Must be able to prioritize tasks.**
- **Must be able to lift 50 pounds.**
- **Ability to operate standard office equipment, personal computer, telephone, fax & copier.**
- **Must be able to work all shifts and weekends. Shifts are subject to change at short notice.**

**Additional Information**

**Requisition Number: 200500**

**Category: Materials**

**Percentage of Travel: Up to 25%**

**Shift: First**

**Employment Type: Full-time**

**Posting End Date: 12/09/2022**

**Equal Opportunity Employer/Veterans/Disabled.**

**Gulfstream does not provide work visa sponsorship for this position, unless the applicant is a currently sponsored Gulfstream employee.**

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