



**Position:** Aviation Parts Clerk

**Department:** Aircraft Parts

**Reports to:** Aviation Team Leader->Director of Operation

**Employment Status:** Part time

**Date of Hire:** July 27th, 2021

Hourly pay: \$15.00/Hour

**Summary/Objective:** The Aviation Parts Clerk is responsible for working with customers to fulfill parts requests/needs; records data concerned with ordering, receiving, storing, issuing, and shipping materials, supplies and equipment; manages and monitors inventory and warehouse.

**Essential Functions:**

- Proper recording, issuing and receiving of parts/assemblies coming in or going out.
- Maintain Ebis DatcoMedia computer system to current status and report system inconsistencies to Aviation Team Leader>Director of Operations.
- Maintain proper inventory levels of parts and supplies as required.
- Perform stock transfers of parts and physically move stock from one location to another.
- Properly receive and issue parts via the Ebis DatcoMedia computer system.
- Perform other duties as assigned by the Aviation Team Leader and/or Director of Operations or his/her designee such as maintaining cleanliness of retail and warehouse areas.

**Competencies and Knowledge:** The successful candidate should have demonstrated skills in the following: ability to be approached; performance management; problem-solving; strong positive communication skills (verbal and written); ability to work with minimal supervision in a team environment; professional aptitude; multi-tasking and adaptability in a carefully maintained environment, basic foundation of Microsoft Office, including Word, Excel, Outlook Email; flexibility, initiative and time management skills.

**Supervisory Responsibility:** This position has no supervisory responsibilities.

**Work Environment:** This job operates approximately 80% of the time inside a climate controlled building and approximately 20% of the time outside in all types of weather. This role routinely uses standard office equipment such as computers, VOIP telephones, photocopiers, scanners and filing cabinets. Use of Word, Outlook and Teams365 platforms.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; climb up and down stairs; bend/stoop/kneel; occasionally push/pull and lift weight up to 75 lbs.; use hands to grasp, finger, handle or feel; and reach with hands and arms.

**Position Type/Expected Hours of Work:** This is a part-time position, to be determined but no greater than 20 hours. Position schedule is expected to be confirmed as quickly as possible so other team members can rely on days and times committed.

**Travel:** No travel is expected with this position.

**Required Education and Experience:** High School diploma or equivalent required. Valid State Issued Drivers License. Post High school and or Aviation industry experience is preferred.

**Additional Eligibility Qualifications:** Previous aircraft inventory quality control experience preferred.

**Security Clearance:** Employees may be required to apply for Honolulu Airport AOA Security Badge.

**AAP/EEO Statement:** Goldwings Supply Service, Inc. is an equal opportunity employer; qualified applicants are considered for and treated during employment without regard to race, color, creed, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, citizenship status, age, disability, genetic information, protected veteran status or any other characteristic protected by law.

**Other Duties:** Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Please head to our Careers page on our website [www.goldwings-supply.com](http://www.goldwings-supply.com) under our About page to fill out the form and submit your resume electronically. If you are dropping off, please place your resume in a sealed envelope to the attention of "Attn: Lia Hunt Re: Aircraft Parts Clerk Position" and turn in to Kelvin Lee.

If you are sending via US mail, please send to:  
Goldwings Supply Service, Inc.  
Attn: Lia Hunt Re: Aircraft Parts Clerk Position  
PO Box 11037 Honolulu, HI 96828

Mahalo for your sincere consideration!

Aloha,  
Lia Hunt  
President