



# INTERESTED IN LEARNING MORE ABOUT A CAREER IN AVIATION?

***Applications for the 2023 Kaulele Aviation Work-Study Program are open!***

**15.5 million air transport industry jobs will be added to the  
global economy by 2036.**

Goldwings Supply Service, Inc. launched its Kaulele (to take flight) work-study program in 2021 to provide opportunities for students interested in aviation careers. Students can learn from Goldwings mentors as they study for their AMT, pilot's license or other aviation career.



**Mentoring alongside  
the aviation team, with  
more than 100 years  
combined aviation  
experience.**



**Paid opportunity with  
flexible hours at  
Goldwings' south ramp  
Honolulu International  
Airport location.**

**Open to recent high  
school graduates and  
college students with a  
vested interest in  
aviation.**

**Training on airport  
operations, airfield  
situational awareness,  
airfield lighting  
systems and on  
aviation maintenance  
software EBiS.**

E-mail [kym@goldwings-supply.com](mailto:kym@goldwings-supply.com) for details.

[www.Goldwings-Supply.com](http://www.Goldwings-Supply.com)



Goldwings Supply Service, Inc.  
134 Nakolo Place, Suite 101  
Honolulu, HI 96819  
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808.833.6020

<b>Position:</b>	Parts Clerk – Part Time
<b>Department:</b>	Aviation – Kaulele Work-study Program
<b>Reports to:</b>	Parts Team Leader >Director of Operations
<b>Salary:</b>	\$18.00/Hour
<b>Date of Employment:</b>	7/17/2023 or sooner

**Summary/Objective:** Primary responsibility includes working with customers/sales team members to fulfill their parts requests/needs and compiles records concerned with ordering, receiving, storing, inventory control, quality assurance, issuing, and shipping materials, supplies and equipment.

**Essential Functions:**

- Proper recording, issuing, receiving, packaging, and labeling of parts/assemblies coming in or going out.
- Maintain proper inventory levels of parts and supplies as required.
- Perform stock transfers of parts and physically move stock from one location to another.
- Perform other shop and maintenance duties as assigned by the Aviation Team Leader and/or Director of Operations or his/her designee.
- Parts Counter Sales Support
- Package and Ship outbound shipments
- Manage cleanliness of Retail store and Warehouse
- Replenish retail area inventory and return overflows.
- Office administrative support – filing, label making
- EBiS Aviation Software data entry

**Competencies and Knowledge:** The successful candidate should have demonstrated skills in the following: ability to be approached; problem-solving; good positive communication skills (verbal and written); ability to follow instructions and work in a team environment; professional aptitude; multi-tasking and adaptability, solid foundation of computer skills in Microsoft Windows.

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

**Work Environment:** This job operates approximately 70% of the time inside a climate-controlled building and approximately 30% of the time in a covered hangar. This role routinely uses standard office equipment such as computers, VOIP telephones, printers, print to pdf, digital space, scanners and filing cabinets.

**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; 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 Monday thru Friday, 8am-12pm. Hours are flexible.

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

**Transportation:** Personal transportation is required, parking is located one block away at the end of 134 Nakolo Place.

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

**Additional Eligibility Qualifications:** Aviation interest or future career related to Aviation. Participants must be willing/able to commit to at least 10-12 months of employment for the Kaulele Program.

**Security Clearance:** Employees will 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.