

Perform Air International Inc.
Section VI - Attachments
Att.54.05 - Job Description.

Revision	Revision Date	Revision Change
N/I	10/31/2019	Initial Release/Re-Release
1	10/31/2021	Revision to Grade Level
2	12/16/2022	Revision to Division Manager
3	10/06/2023	Revision to Division Manager
4	09/26/2024	Revision to Qualifications

Position Title: Outside Service Repair Administrator

Grade Level: 13-1020-06

Exemption Status: Non-exempt

Department: Purchasing

Division Manager: Executive Vice President of Supply Chain Management

Department Manager: Purchasing Manager

Immediate Supervisor: Purchasing Manager

Duties, Responsibilities and Authority:

This position assumes the responsibility for initiating, confirming and expediting all repair orders that affect the department's performance and customer satisfaction. This position has the responsibility for devolving relationships with our outside service vendors.

This position assumes responsibility to source vendors that adhere to our specification and quality standards. They will coordinate with the Quality Assurance Manager for them to set up and approve all subcontract vendors.

This position may be required to assist the buyers in sourcing required products.

The Purchasing Manager may assign addition responsibilities of this position at any time.

Qualification:

Education: *High School completion or equivalent plus one of the following Experience or Training requirements fulfilled.*

Experience: *One year experience in a purchasing or customer service role.*

Training: *One-year in-house employment and documented training records of at least 50 hour.*