

**Perform Air International Inc.**  
**Section VI - Attachments**  
**Att.56.02 - Job Description**

Revision	Revision Date	Revision Change
N/I	03/31/2017	Initial Release/Re-release
1	11/30/2017	Revision to Immediate Supervisor
2	01/31/2019	Revision to Position Title, Grade Level, Department Manager, Immediate Supervisor, Duties, Responsibilities and Authority and addition of Division Manager.
3	10/31/2021	Revision to Grade Level
4	07/31/2022	Revision to Division manager title, Immediate supervisor title
5	09/26/2024	Revision to <i>Qualifications</i>

**Position Title:** Senior Materials Handling Manager

**Grade Level:** 53-1047-13

**Exemption Status:** Exempt

**Department:** Materials Handling

**Division Manager:** Executive Vice President Supply Chain Management

**Department Manager:** Senior Materials Handling Manager

**Immediate Supervisor:** Executive Vice President Supply Chain Management

**Duties, Responsibilities and Authority:**

This position is responsible for and has authority over all activity of the Shipping/Receiving and Warehouse personnel. It is the responsibility of this position to analyze business conditions to determine present and future needs for supplies and direct material, including vendor negotiations as they pertain to the department. This position has the authority to ensure a controlled inventory. It is the requirement of this position to ensure all Shipping/Receiving and Warehouse personnel conduct business with the highest level of integrity.

This position is responsible for maintaining an accurate inventory of direct material, supplies, and rotatable components, and ensuring all data entry is accurate and current at all times. The Senior Materials Handling Manager is responsible for logistics of incoming/outbound shipments as required pertaining to customs clearance and duty processing.

The *Executive Vice President Supply Chain Management* may assign additional responsibilities to this position at any time.

This position may require travel and is at the discretion of the *Executive Vice President Supply Chain Management*.

**Qualifications:**

Education: *BA or BS or High School completion plus one of the following:*

Experience: *Two years management experience with responsibility in a Warehousing or Materials Handling position.*

Training: *Two years in-house employment, and documented training of at least 100 hours.*