

Perform Air International Inc.
Section VI - Attachments
Att.58.04 - Job Description

Revision	Revision Date	Revision Change
N/I	06/30/18	Initial Release/Re-release
1	01/31/19	Revision to Grade Level, Department Manager and addition of Division Manager.
2	03/31/19	Removed “consumables” from Duties, Responsibilities and Authority
3	12/16/22	Revision to Division Manager, Immediate Supervisor
4	10/06/23	Revision to Division Manager, Immediate Supervisor
5	09/26/24	<i>Revision to Qualifications</i>

Position Title: Materials Control Manager

Grade Level: 43-1011-12

Exemption Status: Exempt

Department: Materials Control

Division Manager: Executive Vice President of Supply Chain Management

Department Manager: Materials Control Manager

Immediate Supervisor: Director of Supply Chain Management

Duties, Responsibilities and Authority:

This position has the authority and responsibility for keying of work orders and the procurement function of all piece parts, and inventory to ensure all maintenance requirements are met, that customer satisfaction is obtained, and company goals and objectives are achieved. Inventory procurement will include utilizing an inventory replenishment methodology to obtain inventory on a scheduled as needed basis.

This position assumes responsibility for and has the authority to ensure a timely delivery of all items required meeting customer requests.

This position assumes responsibility for developing relationships with our vendors. This position negotiates with our vendors to obtain optimum quality, cost, and terms to meet customer requests. This interaction may take place at industry conferences or events, a customer’s facility, on the telephone, or at our facility.

This position assumes responsibility for the planning of work for the Materials Control Department.

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

This position may require travel and is at the discretion of the immediate supervisor.

Qualifications:

Education: *BA or BS degree or High School completion or equivalent plus one of the following experience or training requirements.*

Experience: *Two years purchasing experience with an Aviation company.*

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