

Perform Air International Inc.
Section VI - Attachments
Att.58.07 - Job Description

Revision	Revision Date	Revision Change
N/I	05/24/2019	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
5	12/01/2024	Revision to Grade Level

Position Title: Materials Control Clerk

Grade Level: 43-3061-06

Exemption Status: Non-exempt

Department: Materials Control

Division Manager: Executive Vice President of Supply Chain Management

Department Manager: Materials Control Manager

Immediate Supervisor: Materials Control Manager

Duties, Responsibilities and Authority:

This position is responsible for assisting the Buyers to ensure all maintenance requirements and customer contracts are met and that customer satisfaction is obtained.

This position assumes responsibility for confirming and expediting all purchase orders placing the Work Orders back into P&A status if applicable. When parts availability changes, they will notify the responsible Buyer. Also, this position will file and scan departmental documents.

This position will be responsible for covering the front desk receptionist duties for lunches daily and for absenteeism.

The Materials Control Manager may assign additional responsibilities of this position at any time.

Qualifications:

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

Experience: One year experience in a clerical or customer service position.

Training: Documented training records of at least 50 hours.