

JOB DESCRIPTION Inventory and OV Control
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Job Title: Material and Outside Vendor Support Sr. Manager
Department: Prime Turbines Carrollton TX
Reports to: General Manager

Prime Turbines is a leading independent turboprop engine repair, maintenance, and overhaul company specializing today in the Pratt & Whitney Canada PT6A & PT6T, Honeywell T53, Bell Drivetrain, and GE M601 & H series engines.

Job Summary

Has overall responsibility for supply planning and inventory replenishment of finished goods for a defined portfolio of aviation products and suppliers.

This role will focus primarily on managing the availability of Finished Goods across a defined set of aviation BU's (Business Units), including leading and managing the supply forecast; creation and management of PO's (purchase orders); and managing the sources of supply.

This role will also effectively interface with cross-functional groups to oversee the creation of demand forecasts and collaborate with Operations, as well as Warehousing and Customer Service for execution and availability confirmation until goods receipt into warehouse.

In addition to the above, the role will support Production in managing day-to-day supply operations; coordinate responses to queries with supporting data for weekly strategic production meetings.

Essential Functions and Key Responsibilities:

- Forecasts, plans and organizes the complete logistics processes within established guidelines and timeframe
- Works in close coordination with CTA and Prime's Mesa and Butler Inventory personnel insuring appropriate inventory items, levels and turns are maintained
- Utilize best practices and Quantum for inside material and outside supplier management
- Reviews order promising activities to ensure level capacity demand
- Create and manage Purchase Orders
- Provides order administration with status and delivery information; identifies and removes obstacles that will hinder schedule performance
- Ensures documentation and traceability of parts in the respective system from removal from the engine to shipment to customer
- Develops, implements, documents, improves new and existing processes with our inventory and Outside Suppliers
- Complies with all company policies and procedures and safety requirements
- Leads at least one report/employee
- Performs other duties as assigned by General Manager

Qualifications:

- Experienced Leader of Inventory and OV management teams
- High School Diploma or equivalent and five or more years of related experience
- Ability to effectively use the English language, both oral and written, to communicate information to others
- Strong computer skills including Quantum and Microsoft Office
- Customer focus
- Strong problem solving skills
- Good interpersonal and communication skills
- Strong team player
- Commitment to company values and ethics

Work Environment / Physical Requirements:

While performing duties of job, employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee may be exposed to chemicals and machinery with moving parts. Specialized PPE may be required. The noise level in the work environment typically is usually moderate.