



Job Title : Materials Co-ordinator

Reports to : Logistics Manager

Department : Logistics Department – ASL Ireland, Head office, Swords, Co. Dublin.

Work Hours : 08.00-16.30, Monday – Friday

Reporting to the Logistics Manager the Materials Co-ordinator is responsible for the following duties;

1. Purchasing of Aircraft Parts to meet Routine, Critical and AOG Requirements to support the Airlines operations.
2. Chasing outstanding orders with suppliers to meet required deadlines
3. Building working relationships with existing and new suppliers
4. Ensuring cost effectiveness in all areas of the Logistics support functions.
5. Data upkeep within the stock control system.
6. Compliance with the requirements of the ASLI MMOE and relevant Engineering procedures
7. Periodic Stock Checking for accuracy and financial reporting.
8. Invoice checking and validation relating to goods and services purchased.

The Materials Co-ordinator shall maintain competence on the basis of continued education and training in their area of responsibility. The company will facilitate this process.

You must be eligible to live and work in the EU.

Closing date for all written applications is 21st April 2019
Please forward your application to onicheallaigh@aslairlines.com