



Warehouse Shipping & Receiving

SUMMARY

Candidate will ensure that Patriot Components ships and receives all incoming repair orders and expendable parts in a timely manner. Ensure that inventory is up to date, accurate, and adjusted when receiving and issuing parts.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Check repair order as necessary for any inbound part.

Visually inspect all incoming parts for damage and serial number verification.

Create work order for all incoming repairable parts, take pictures of part, and attach to the work order.

Ensure that all incoming repairable parts are put into a bin with the work order inside and a label created for the outside of the bin.

Put all received repairable parts once tagged into the hospital in numeric order.

Travel may be required.

Full knowledge of Patriot Components policies and procedures.

Experience with but not limited to:

- All paperwork related and necessary to process parts and ensure that it meets Patriot Components quality requirement.

- Shipping, Receiving, Stock and warehouse operations.

- Liaise with purchasing to pick all required parts for work orders and stock room.

- Follow Up and coordinate material discrepancies and issues with purchasing department.

- All other duties as assigned.

CORE COMPETENCIES:

Commitment to company values and ethics

Dependability: personally responsible, completes work in a timely manner, and performs tasks accurately

Motivation: must maintain a positive attitude and strong work energy

Organization: very detail oriented and always comes prepared

Communication: excellent interpersonal and oral and written communication skills

Time management: ability to organize and manage multiple priorities and effectively deal with tight deadlines and pressure

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Emphasis in Logistic and Supply Chain Management Aviation experience preferred PC literate (Word, Excel, Access)

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be regularly required to sit, stand, bend, reach, and lift packages limited to 50 pounds and move about the facility. The environmental characteristic for this position is a warehouse setting. Candidates should be able to adapt to a traditional business environment.