

Job Description

Global Vectra Helicorp Limited is the largest private Helicopter Company in India, providing seamless, safe and accident free helicopter services for almost two decades. The spectrum of operations of the Company encompasses support to India's Offshore Oil & Gas industry, Onshore operations for State governments (VVIP flying), Election flying, Heli pilgrimage and much more.

The Company is listed both on the National Stock Exchange and the Bombay Stock Exchange.

Brief Summary of the job: GVHL is looking for an AGM/ Sr. Manager – Engg Support & Compliance. Candidate should have also handled the role of ISO Management Representative.

Designation: AGM/ Sr. Manager - Engg Support & Compliance

Location: Juhu Airport, Vile Parle, Mumbai

Reporting To: Sr. Vice President - Engineering

Role & Responsibilities: -

- Responsible for managing the inventory, maintenance of Hanger, GSE, and Ramp / Apron of the organization.
- Responsible for entire range of allied activities like receipt of materials, maintains safe custody of materials, maintenance of stock level, controlled material transaction, inventory control and proper disposal of materials and existing equipment held in Hanger, GSE and Ramp and projection for new equipment requirements.
- Responsible for managing, regulating, coordinating, exercising control over materials for regular and timely flow and checks as per the procedures defined.
- Ensuring the systematic process of materials movements and maintenance of Hanger, GSE and Ramp with appropriate/ accurate accounting, and documentation.
- Accountable for ensuring accurate inventory valuation, application of all statutory acts, safety, and environmental regulations.
- Preparing and following Process/Procedure pertaining to company policy /requirements.
- Ensure compliance with safety standards for men and materials during routine and emergency activities.
- Manage distribution of GSE inventory at Mumbai and outstation bases.
- Ensure maintenance of all records pertaining to calibration, storage and distribution of GSE and Special tools held in inventory as per MOE.
- Ensure proper housekeeping and maintenance of Hanger, GSE and Ramp. Monitoring Hygiene taking safety measures as per quality standards.
- Improve the process lead TAT for serviceability of GSE equipment to support maintenance / operation activities of Helicopters.
- Productivity improvement by providing check and controls in process and activities.
- Liaison with other departments, agencies and authorities as and when required.
- Responsible for various internal and external audits including financial audits for Stores (Inventory), GSE, Hanger, Apron.

- Responsible for role of core user of Logistics Module of the ERP system (IFS). Should lead a team of end users of the Logistics Module of ERP system (IFS).
- Determining relevant business processes and drafting proposals for changing tasks and responsibilities of the function.
- Verify the transactions to ensure correct routing and accounting in the system.
- Maintain close coordination with other departments integrated to ERP transactions.
- Manage and assign users right in cooperation with ERP team. Should motivate the End Users.
- Submission of Quarterly Inventory Financial Statement (Stock valuation, Product wise summary, Consumption)
- Maintenance of Capitalized Inventory through ERP.
- Any other duties assigned by Sr. Vice President - Engineering.

Requirements: -

Education	Graduate/ AME
Experience	More than 05 years of experience in Aviation Stores, GSE, Hanger.
Computer Literacy	Hands on experience on MS Office, especially on Word & Excel, PowerPoint. Knowledge on aviation software shall be an advantage.

Additional Requirements: -

- Analytical skills and excellent written and verbal communication skills & a team player.
- Focused, reliable, and adept at execution.
- Ready to take up initiatives & challenging work.
- Male candidate would be preferred