

JOB TITLE: Assistant Manager / Manager Stores

Location: Juhu Airport, Vile Parle, Mumbai

Role & Responsibilities: -

- Form and follow Process/Procedure pertaining to company policy /requirements.
- Ensure compliance of Safety to men and materials while 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 TOT for serviceability of GSE equipment to support Maintenance / operation activities of Helicopters.
- Productivity improvement by providing check and controls in process and activities.

Requirements: -

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

Additional Requirements: -

- Strong organization skills with leadership quality.
- Excellent written and verbal communication skills & a team player.
- Focused, reliable and adept at execution.
- Ready to take up initiatives & challenging work.
- Integrity and Confidentiality.
- Male candidate would be preferred.