

JOB DESCRIPTION

Department: Logistics

Experience: 4yrs to 6yrs

Location: UAE – Sharjah Saif Zone Office

Position and remuneration: As per Industry and experience

Job Responsibilities but not limited to:

Responsible for overseeing and coordinating all aspects of logistics, hazmat / dangerous goods, warranty, Cores, Repair/ Returns & AOG Support related to Aircraft Parts & Equipment within the Company.

This includes managing the supply chain, inventory control, transportation, Customs, distribution and Drop / Trans-Shipment.

The ideal candidate will ensure that all below listed operations run smoothly and efficiently, supporting the operational needs of the organization.

Key Responsibilities:

- **Inventory Control:** Monitor inventory levels, conduct regular audits, and ensure accurate record-keeping to meet operational demands.
- **Transportation Coordination:** Oversee the scheduling and management of transportation for aviation supplies and equipment, ensuring timely delivery and compliance with regulations.
- **Vendor Relations:** Build and maintain relationships with suppliers and vendors, Core Returns and managing performance to ensure quality and cost-effectiveness.
- **Regulatory Compliance:** Ensure all logistics operations comply with aviation regulations, safety standards, SAIF Zone Customs Regulations as per company policies.
- **Process Improvement:** Identify and implement process improvements to enhance efficiency, reduce costs, and improve service levels.
- **Team Leadership:** Supervise and mentor logistics staff, fostering a collaborative environment and ensuring professional development.
- **Budget Management:** Develop and manage the logistics budget, monitoring expenses and implementing cost-control measures.
- **Data Analysis:** Analyze logistics data and metrics to identify trends, track performance, and support decision-making.
- **Collaboration:** Work closely with other departments, including Accounts, Sales and procurement, to align logistics strategies with organizational goals
 - Do whatever needs to be done for all of the above, **ethically**.

Prerequisites: Qualifications:

- **Education:** Bachelor's degree in Logistics, Supply Chain Management, Aviation Management, or a related field.
IATA DG Certifications will be Preferred

Skills:

- Strong understanding of aviation logistics and supply chain management.
 - Part Allocation & Material Flow Management.
 - Knowledge of Customs Tariffs and nomenclature
 - Excellent analytical and problem-solving skills.
 - Strong negotiation and communication skills.
 - Ability to lead and motivate a team.
 - Functional ERP Systems and MS Office Suite Knowledge.
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- Arrow Aviation is an Equal Opportunity Employer.