



121 Alhambra Plaza | Suite 1700
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JOB DESCRIPTION

Position Title: Shipping/Receiving Inspector

Status: Non-Exempt

Position Summary: Responsible for ensuring that all incoming and outgoing material (and the related paperwork) meets the quality inspection standards in accordance to AerSale's Quality Management System (QMS).

Responsibilities and Duties:

- Inspect and identify material and related documentation as prescribed by the purchase order/sales order or contract specifications highlighting any nonconformance or omission.
- Responsible for ensuring that outgoing shipments are adequately packaged, preserved and meet AerSale quality requirements
- Operate forklift as required to retrieve material from storage racks that have either been sold or to store material that will be sold in the future
- Comply with ESD (electro static discharge) requirements when either shipping or receiving ESD material
- Enter, verify, and validate the accuracy of data input into the Pentagon database.
- Process material returned by customers (RMA) for non-conformances and notify inside sales personnel accordingly
- Process pick tickets for pending sales orders noting any discrepancies identified.
- Process shipments online via FedEx and UPS tracking software
- Arrange and coordinate company freight shipments to and from Roswell and incoming freight returned from repair vendors
- Issue AerSale material certifications as required

Reports to: Quality & Warehouse Operations Manager

Supervises: N/A

Education, Knowledge and Skills:

- H.S. diploma or G.E.D. certificate required
- A&P license preferred
- Must have experience in receiving and/or shipping material
- Experience in the aviation parts business is preferred
- Attention to detail is imperative
- Must be able to multi-task
- Must be efficient with a desire to succeed
- Must have strong verbal and written communication skills
- Must exhibit a high level of confidentiality with work product