



## INTERNAL POSTING

<b>Date:</b>	April 23, 2019	<b>Posting Number:</b>	19-041
<b>Position:</b>	Rotable Coordinator	<b>Reports To:</b>	Manager Material Control & Supervisor Rotable Control
<b>Location:</b>	YHM	<b>Shift Days/Hours:</b>	Monday-Friday – 8:30am - 5:00pm

### Primary Objective of the Position:

To Coordinate Repair and Overhaul, Calibrations and Quotations of Tooling and Rotable Components.

### Essential Position Functions:

- Maintain Quarantine, ensuring its orderly rotation.
- Full Coordination of Tool Calibration, including forecasts and shipping to & from Vendors / Outbases.
- Ensure Critical Rotable Spares are properly allocated throughout the Cargojet network, in conjunction with the Supervisor Rotable Control.
- Initiating and updating Repair Orders and Exchange Orders (Cores / Loaners).
- Maintain communication with Vendor / PBH provider on status of part shipments.
- Expediting repairs with Vendors.
- Communication / follow-up with Records re: Parts install / removals and verification of data plates.
- Track timely return of core and loaner units for exchange orders.
- Follow-up with components awaiting recertification.
- Keep work area clean and neat at all times.
- Performing any other related duties assigned, incidental to the work described herein.

### Minimum Qualifications:

- Aviation Materials Experience.
- Aptitude for understanding of Parts Catalogues and various Technical and Interchangeability databases.
- Intermediate computer skills and advanced email management.
- Must be very well organized and have experience working with minimal supervision.
- Problem-solving and analytical skills.
- Ability to work well under pressure and prioritize workloads.
- Excellent verbal and written communication skills.

### Important to Know:

- Cargojet is an equal opportunity employer. We thank you for your interest. Only those candidates selected for an interview will be contacted.
- We are committed to providing accommodations for persons with disabilities. If you require accommodation, we will work with you to meet your needs.
- At Cargojet, we make safety the highest priority. Because of this priority and as we operate in a safety-sensitive environment, we require all employees to abstain from consuming Cannabis, in and outside of the workplace. This is a critical element of our drug and alcohol policy that all employees must comply with at all times.

**Application Deadline:** May 1, 2019      **E-Mail:** hr@cargojet.com  
**Send Application to:** Human Resources      **Fax:** 905.501.7582