



INTERNAL POSTING

Date:	April 23, 2019	Posting Number:	19-040
Position:	Technical Buyer	Reports To:	Manager, Purchasing
Location:	YHM	Shift Days/Hours:	Monday-Sunday – Rotating Shifts

Primary Objective of the Position:

Under the general direction of Manager Purchasing assist with procurement of aircraft parts and materials as requested by the maintenance engineering and planning departments and ensure duties are performed in accordance with Cargojet's Policies & Procedures and MCM/MPM Technical documentation.

Essential Position Functions:

- Procurement and obtain quotations for the purchase of aircraft parts, materials and services.
- Ensure parts and supplies are purchased from (AVL) Company approved sources, and arrive with proper documents, including certifications from regulatory authorities (FAA, TC, EASA) and WHMIS.
- Maintain effective inter-departmental communication with Stores, Maintenance and MCC on the status of AOG, MEL & high priority shipments.
- Procurement and obtain quotations for the purchase of aircraft parts and shop supplies for stock, using Material Control re-order systems.
- Obtain Material Return Authorizations, and follow-up as required.
- Periodic on-call duties, as might be required during after-hours and weekends.
- Filing of Procurement Purchase Orders and related documents.
- Be knowledgeable with all company and government manuals and documents pertaining to their work.
- Maintain a clean and efficient and safe work area.
- Perform any other related duties incidental to the work described herein.

Minimum Qualifications:

- 3 Years Aviation Materials Experience
- Advanced computer skills using MS Office
- Ability to obtain a Restricted Area Identity Card (RAIC).
- Negotiation, problem-solving and analytical skills.
- Detail-oriented, able to multi-task and work well under pressure.
- Excellent verbal, written communication skills, problem-solving abilities and organization skills.
- Detail-oriented, able to multi-task and work well under pressure and prioritize workloads in a high-pressure environment

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