

## Job Description

<b>Job Title</b>	Logistics Field Representatives (Brunei / Cyprus)
<b>Division</b>	Airbus Helicopters UK
<b>Location</b>	Brunei: 230 Sqn Supply/DSG Cdr, Medicina Lines, Brunei, BFPO 11. Cyprus: 21C, 84 Sqn, RAF Akrotiri, BFPO 57
<b>Hours</b>	37.5 (?)
<b>Contract Type</b>	Fixed Term Permanent (?)
<b>Reporting to</b>	Military Support Team Leader & Warehouse, Distribution & Tooling Manager

## About our team...

Airbus Helicopters is the world's largest helicopter manufacturer and the company's site at Oxford Airport is Britain's civil helicopter hub.

AHUK offers considerable experience in helicopter sales, bespoke completions, maintenance and spares support. Its in-house engineering capabilities include design, customisation, installation, flight-testing and certification, as well as technical support, maintenance, training and the supply of spares for civil and military applications.

AHUK is the MoD's chosen provider of helicopters and maintenance for its Defence Helicopter Flying school (referred to as MFTS) located in RAF Shawbury (Shropshire) and RAF Valley (Anglesey).

The Material Management Division is based on a concept of 'One Customer' and a strategy of assuring a stable supply of the highest quality components and materials provided at competitive prices. This strategy has three key elements: Quality, Cost and Delivery.

**Quality:** The Material Management Division works directly with a global supply base to ensure customers receive only the highest quality approved materials and components.

**Cost:** By consolidating requirements, utilising innovative supply chains and storage solutions the Material Management Division ensures that best price solutions are constantly offered to our customers.

**Delivery:** Consolidation from our major suppliers helps to assure an uninterrupted supply of components and materials – with priority of supply, cross inventory availability and efficiencies in order, receipt, storage and despatch processes.

## Description/Overall purpose of the Job

- To represent Airbus within the facility of our customer.
- To ensure the warehouse conditions meet both internal and external standards, specifically those outlined by UK CAA Part 145.
- To be able to conduct material management and logistics operations ranging from creating orders liaising with vendors, to receipt and distribution of goods, in alignment with internal and external standards, specifically those outlined by UK CAA Part 145.
- To work collaboratively with other departments to ensure the aircraft availability.

## About You

- A fundamental requirement to be successful in this role is the ability to listen to internal/external customers, identifying and understanding their problems with a view to formulating and driving sustainable solutions.
- Very good teamwork ability.
- Well-developed interpersonal skills, and an excellent communicator at all levels.
- Good organisational skills, ability to prioritise and work effectively within a sometimes pressurised environment, whilst maintaining compliance to company policies and procedures.
- Highly presentable at all times.
- Flexibility to react positively to customer requirements efficiently.

## Main responsibilities

- Maintaining the warehouse area effectively and efficiently in line with 'best practice' and Company Policy ensuring function is safe, secure, clean and organised. As well as, adhering to UK CAA Part 145 regulations. This includes but is not limited to temperature control monitoring, shelf life reporting and scrapping procedure.
- Support with customs clearance, when required.
- To understand all requirements pertaining to the goods receipt, storage, despatch, issue and segregation and quality processes pertaining to aircraft parts and tooling.
- Ensure authorisation of business transactions, customer quotations, purchase orders and charging instructions within Company Policy and deadlines.
- Act as the main point of contact for all supplier and customer inquiries, attend necessary meetings, and advocate for the customer's voice internally.
- Ensure that the Customer and Service Delivery Manager is fully aware of any supply issues which may compromise their work schedule.
- Provide regular reports on work in progress to the Senior management and Service Delivery Manager.
- Develop and maintain a teamwork approach to working with colleagues.
- To provide necessary support to senior management in pursuance of overall Divisional and Company KPIs, targets and objectives.
- Build and maintain excellent working relationships with internal and external contacts; including supply chain partners and customers.
- Demonstrate appropriate commercial awareness in all business activities ensuring that AHUK's commercial position is adequately safeguarded at all times.
- Ensure awareness of any potential compliance risks and a commitment to act with integrity, as the foundation for the Company's success, reputation and sustainable growth.
- Ensure compliance to Health & Safety Policy, championing 'best practice' and providing assistance / advice where required.
- Identify and resolve issues of a problematic nature at onset.
- Ensure that the use of SAP aligns with the UK CAA Part 145 regulations, the training provided on the system, and all relevant work instructions in your possession.
- Support and promote continuous improvement programmes.
- Recognise potential new business opportunities and highlight such potential opportunities to Senior Management.
- Enhancing customer satisfaction through active contribution.
- To ensure adherence to the Airbus Code of Conduct.

- On-call / out of hours cover during the weekend; and when required.

## **Knowledge and Skills**

### ***Essential***

- Commercially fluent in English.
- Good organisational skills, ability to prioritise and work effectively within a sometimes pressurised environment, whilst maintaining compliance to company policies and procedures.
- Previous warehousing and logistics experience.
- Ability to work on your own initiative with attention to detail and accuracy skills.
- Ability to accept responsibility.
- Capable of effectively communicating ideas and information to a diverse range of internal and external audiences, utilising both written and verbal communication methods.
- Customer-centric mindset.
- Able to organise time and resources effectively to achieve goals and objectives.
- Proficient in analytical and problem solving skills.
- Ability to handle multiple tasks.
- Proficient in both Microsoft Office and Google Workspace, with a proven track record (minimum 1 year) comprehensive understanding of their functionalities and features.
- Ability to unite and involve as a team; or a team player.
- Proficiency in handling stress and approaching challenges with a positive mindset.
- Autonomy synthesis and coordination skills.
- Good security awareness and understanding of the vulnerability of stock within a warehouse environment.
- Understanding of the reverse logistics principle and its implementation.
- Positive, self motivated, enthusiastic and flexible.

### ***Desirable***

- Commercially fluent in French, German, and/or Malay/Greek is considered a plus.
- Experience in SAP or similar MRP systems.
- Working knowledge of the regulation relating to Part 145 and Part CAMO.
- Proficient knowledge and a comprehensive understanding of the Airbus Helicopters tools and methods used within MM division.
- Compliance with procurement, competition law and legislative requirements.
- Understanding contracts with all constraints.
- Familiarity with the Airbus helicopters products and parts/components.
- Possess a valid local forklift license.

## **Education, Qualifications or Training**

- A professional with graduate-level qualifications, preferably in the Aviation or Supply Chain sectors.

- Proficiency in English reading and writing is required.

## **Additional requirements**

- Due to the nature of this position you will require DBS Security Clearance and be eligible for SC clearance.
- Applicants must meet any/all requirements of Export Compliance Regulations.
- Eligibility to work in Brunei / Cyprus
- Full Driving Licence
- As our business evolves, the job requirements will also evolve accordingly. You may occasionally need to perform tasks similar to your role, as instructed by the team leaders, that align with your skills and capabilities.

## **Data Protection**

By submitting your CV or application you are consenting to Airbus using and storing information about you for monitoring purposes relating to your application or future employment. This information will only be used by Airbus.

Airbus is committed to achieving workforce diversity and creating an inclusive working environment. We welcome all applications irrespective of social and cultural background, age, gender, disability, sexual orientation or religious belief.