

ROLE TITLE – AIRCRAFT INVENTORY COORDINATOR

GRADE – ABS 2



ROLE PURPOSE – Responsible for the end-to-end management of the purchase & repair order processes carried out within Supply Chain in order to fulfil the delivery of aircraft materials.

JOB REF – 8005

DIRECTORATE – ENGINEERING

REGION – LHR

JOB FAMILY – SUPPLY CHAIN

Scope – Responsible for the purchase, repair and disposal of inventory up to £100,00 per transaction

Accountabilities

- Place purchase orders to ensure material is available to support aircraft maintenance requirements and BA’s stocking policy, ensuring control of expenditure in line with the financial plan
- Adherence of the component scrap process in accordance with the BA Financial Standing Instructions.
- Ensure the provision of aircraft materials/services from our Suppliers are carried out in accordance with their contractual obligations.
- Expedite purchase orders to make sure suppliers deliver materials within agreed schedule.
- Make sure supplier invoices and credits are settled within the contractual timeframe.
- Prioritisation, planning and organisation of both individual and team tasks as part of set objectives, ensuring that all reporting lines are adhered to and relevant departmental, team and individual objectives are fulfilled.
- Ensures high-quality communication takes place with all stakeholders, suppliers and customers and that this takes place in a timely and accurate manner.
- Ensures a smooth goods receiving process by handling/ resolving discrepancies in a timely manner.
- Expected to work collaboratively within the department and throughout the airline, its partners and suppliers.
- Departmental report production and presentation.
- Compilation of data and statistics, which may be from internal or external sources and transferring to local systems as required;
- Input to and updating of company systems and processes;

Behaviours and attitude

- I’m a role model for all BA brand behaviours and ways of working – I walk the talk
- I exude a can-do attitude (best of BA)
- I’m flexible and agile, always ready to adapt when things don’t go to plan
- I’m an ambassador for BA and my team

My core traits

- Can make tough decisions and think of innovative solutions
- Customer focused
- Innovative, flexible and adaptable
- Strong interpersonal skills

Skills / capabilities

- Excellent analytical and problem-solving skills
- Confident in influencing and communicating with customers, both internal and external
- Good financial acumen, commercial skills and awareness
- Ability to work to deadlines whilst maintaining standards
- Strong written and verbal communication skills
- Good prioritisation, planning and organisational skills

Qualifications / experience

- Education to Level 2 (or educational equivalent)
- Alternatively, possesses equivalent experience
- Good knowledge of BA Engineering IT systems, including EWS/SAP
- Sound knowledge of material movements & logistics processes & procedures
- Good knowledge of supply chain inventory management processes & procedures
- Proven procurement or inventory management experience at appropriate level
- Good awareness of Airworthiness Requirements with a good understanding of those requirements relating to component documentation
- Supplier management experience

Key enablers

- I must be empowered to make decisions on behalf of our customers
- I have to work with a strong Supply Chain team

Key performance indicators

- Stock availability
- Supplier performance management
- Supporting financial targets
- Safety and compliance targets