



**HEAD OF MATERIAL AND LOGISTICS. VILNIUS, LITHUANIA**

Head of Materials and Logistics is responsible for ensuring the efficient and effective management of all materials and logistics activities to support aircraft maintenance and operations. This involves overseeing the procurement, storage, distribution, and disposal of materials, as well as managing logistics operations to ensure that the right parts and equipment are available at the right time and place to maintain aircraft fleet safety, compliance, and operational efficiency.

### **DUTIES AND RESPONSIBILITIES:**

1. Procurement Management:
  - Overseeing the procurement of aircraft parts, tools, and materials by collaborating with MCC and CAMO Engineering departments.
  - Ensuring timely and cost-effective purchasing while maintaining quality and compliance standards.
2. Inventory Control:
  - Set and manage inventory levels to ensure the availability of necessary parts and materials.
  - Implementing inventory management systems to track usage, forecast needs, and minimize excess stock.
3. Logistics Coordination:
  - Coordinating the logistics and distribution of materials to various maintenance facilities and locations in a cost-effective manner.
  - Ensuring timely delivery and minimizing downtime due to parts unavailability.
4. Supplier Management:
  - Establishing and maintaining relationships with suppliers and vendors.
  - Negotiating contracts and agreements to ensure favorable terms and conditions.
5. Compliance and Safety:
  - Ensuring all materials and logistics processes comply with aviation regulations and KlasJet standards.
  - Stay updated on regulatory changes and industry best practices to ensure adherence to compliance requirements.
  - Ensure compliance with KlasJet procurement and provider selection procedures.
6. Budget and Cost Management:
  - Developing and managing the materials and logistics budget.
  - Monitor and analyze procurement and logistics costs to identify opportunities for cost savings and process improvements.
  - Implement cost-effective strategies and initiatives to optimize material and logistics operations.
7. Team Leadership:
  - Leading and managing a team of materials and logistics professionals.
  - Providing training, development, and performance management to ensure a high-performing team.
8. Continuous Improvement:
  - Identifying and implementing process improvements to enhance efficiency and effectiveness.
  - Leveraging technology and best practices to streamline operations.

### **REQUIREMENTS:**

- Bachelor's or higher non-university education and not less than 3 years experience in procurement or logistics company.
- Fluent English language knowledge (spoken and written).
- Proficient in MS Office Suite, including Excel, Word, and PowerPoint.
- Good analytical and communication skills.
- Cooperation and ability to work in a team.
- Be able to travel for business trips.
- Be flexible regarding working time (if required).

### **WE OFFER:**

- An interesting and challenging position within an international company in a fast-moving and fascinating aviation industry.
- Opportunities to further grow and develop in the exciting and growing aviation company.
- Opportunity to improve and constantly acquire new knowledge (participation in training, seminars).
- Possibility to implement innovative ideas and solutions.
- Additional Health insurance according to the company policy.
- Free gym in the office.
- Free childcare zone.
- Other benefits from Avia Solutions Group.

Salary: from 4130 € to 6610 € (brutto)

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KlasJet is an exclusive private and corporate jet charter company, renowned as a leader in the provision of bespoke group flights worldwide. Operating one of the biggest Boeing 737-VIP fleets globally, the company stands out visually through its unique livery, and professionally through its reputation for offering meticulously personalised, high-quality customer service. From sports teams and entertainers, meetings and events, to diplomatic envoys and corporate business travel KlasJet can offer the perfect service tailored uniquely to any particular needs.