



STORE PERSON & PURCHASING OFFICER. CAIRNS, AUSTRALIA

Welcome aboard!

Who We Are

SmartLynx Australia is part of Avia Solutions Group, the world's largest ACMI (Aircraft, Crew, Maintenance, and Insurance) provider, operating a fleet of 187 aircraft on 6 continents. The group also provides a range of aviation services: MRO (Maintenance, Repair, and Overhaul), pilot and crew training, ground handling, as well as a variety of associated aviation services. Supported by 14,000 highly skilled aviation professionals, the group is parent company to over 250+ subsidiaries.

What you will do

Reporting to and the Purchase and Stores Manager and the Responsible Manager (Part 145), the Store Person & Purchasing Officer has the primary objective of sourcing parts and materials for scheduled maintenance tasks and ongoing defect management requirements.

The role is based at Cairns Airport. This role operates on a shift-based schedule that includes weekends work.

Key Duties and Responsibilities

- Support the CAMO Maintenance Planner by sourcing required parts for scheduled maintenance and defect management, while monitoring inventory levels to ensure adequate stock availability.
- Liaise with approved maintenance providers to maintain up-to-date information on part requirements, and manage part shortages as they occur, including after-hours support and coordinating part loan arrangements.
- Generate and manage purchase and repair orders, coordinate logistics for part shipments, and oversee the receipt, storage, dispatch, and stocktake of both SmartLynx Australia inventory and supplier consignment stock.
- Maintain strong supplier relationships, resolving issues as they arise, and support Finance by coding invoices, allocating costs, and recommending approval or dispute of payments.
- Manage parts removed during maintenance events by assigning items appropriately and overseeing repair cycle initiation, pre-repair holding, and core return processes.
- Contribute to continuous improvement initiatives and actively promote safety awareness and a positive safety culture internally and externally.

Key Skills and Attributes

- Proven experience in inventory management and procurement
- Strong organisational skills and attention to detail.
- Excellent communication and stakeholder management abilities.
- Ability to work independently and under pressure to meet deadlines.
- Proficient in using inventory management and procurement software.

How to Apply:

If you have the skills and attributes, we are looking for (or thereabouts) we'd love to hear from you. Please send your application ensuring you have clearly addressed the selection criteria outlined above.

Please note: Due to the volume of applications received, only shortlisted candidates will be contacted. Applicants must successfully pass pre-employment and continuing medical, drug and alcohol pathology screening. SmartLynx Australia is committed to equal opportunity employment through fair recruitment practices.

Queensland-based Australian airline, providing seasonal alternatives to Europe and empowering Avia Solutions Group's ACMI services in the Asia-Pacific.