

Visit [Cowley-Works](#) for more Job Opportunities near you!



Facilities/Material Coordinator

Employer

Jet AirWerks
3015 N Summit St,
Arkansas City, KS 67005

Job Description

Position: Facilities/Material Coordinator

Location: Arkansas City

Role: Responsible for the operations and maintenance of the Stockroom and Warehouse.

Main Duties and Responsibilities

- Assists with activities that ensure the facility is fully operational with all utilities functioning properly.
- Assist with scheduling and overseeing maintenance repair work and assist with checking installation and services of the building equipment.
- Help ensure compliance with state and federal regulations, and assist with energy management.
- Assist with security of the building and grounds.
- Act as a liaison with Facilities Manager and all other internal/external stakeholders as required.
- Assist with research/negotiation of best pricing for purchases required to help upgrade/maintain the facility and equipment with risk analysis and purchase integrity a must.
- Assist with performing incoming review to identify, control, segregate, and maintain all materials according to the manufacturer requirements or standard industry practices.
- Assist with ensuring the preservation of all articles or parts, while carried in inventory, including parts that are subject to deterioration and shelf-life specifications.
- Help ensure, control, and maintain shelf-life requirements.
- Assist with control and distribute the inventory.
- Assist with distributing any technical information, documents or data received through the stock room.
- Perform Stock Audits as required.

- Perform other duties as required.

Key Competencies

- Knowledge of OSHA and other environmental regulations preferable
- Knowledge of general maintenance methods, operating requirements and safety precautions related to facilities.
- Has the experience, through training, knowledge, employment history or practical tests necessary to perform the scope of work assigned.
- Understands, reads, and writes English.
- Understands the procedures set forth in this manual.
- Ability to work well in a team environment.
- Strong written and verbal communication skills
- Problem analysis and problem-solving
- Attention to detail and accuracy.
- Additional Requirements
- Job requires a pre-employment drug screen and be included in our FAA/DOT random drug pool thereafter. Candidates may be subject to a background investigation.

Benefits: Health, Dental, Vision Insurance, 401(k), vacation / holidays

Applications can be found [online](#) or paper applications available at Jet AirWerks.