



# WE ARE HIRING

## ADMINISTRATOR WAREHOUSE

Please note that we will be considering Internal and External applications for this vacancy.

- *Position : Administrator Warehouse*
- *Department : Engine Shop*
- *Location : Rand Airport*
- *Reporting To : Manager Administration*

Date Posted: 6 February 2026

Closing Date: 12 February 2026

### REQUIREMENTS

- Aviation background will be an advantage.
- Matric Certificate Required, with Mathematics.
- 5 Years' Working Experience.
- Computer Literate.
- High level of accuracy.
- Deadline driven.
- Strong communication skills.

### KEY PERFORMANCE AREAS

- *Ordering of parts and following up with suppliers on lead times.*
- *Verify quality and quantity of Aviation Certification against actual Parts.*
- *Binning of Parts.*
- *Updating internal computer system with correct bin number.*
- *Picking Parts as per invoice for Parts Sales.*
- *Picking Parts as per Amasis Requisition for Maintenance.*
- *Issue Parts against Requisition and link the issue slips to the requisition.*
- *Picking Parts for Intercompany Store Transfers.*
- *Generate the Intercompany Stores Delivery Note.*
- *Cyclical Stock Counts.*
- *On hand assistance with Store Projects as and when required.*
- *Housekeeping is a must.*
- *Filing Documentation and Aviation Certification.*
- *Client Liaison including customer support.*

If you do not receive feedback within 14 days of the advertisement's closing date, please consider your application unsuccessful.

**If you meet the above requirements and wish to apply, please submit your CV online via the link below:**

**Please submit your CV for review**