



# WE ARE HIRING

## ADMINISTRATOR WAREHOUSE

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

**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](#)

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