



About Caerdav

Founded in 2012, we are one of the only independent UK-based MROs, specialising in the Airbus and Boeing families of aircraft. We have also trained thousands of pilots who now work in every sector of commercial aviation, ranging from B747 cargo operators to captains on national flag carriers.

We pride ourselves on completing outstanding work quickly, on time, and on budget – providing vital support for airlines who need a reliable support partner, whatever the nature of their operations.

Caerdav has ambitious plans for growth over the coming 12 months. We are currently driving an agenda to improve efficiency and streamline our operations to support and ensure the continued growth and success of our team and our business.

Role Profile: Tooling/Logistics Coordinator

Department: Purchasing

Location: St Athan, Barry

Hours of Work: 8am – 4pm, Mon to Fri

Salary: £25,000 per annum

The Role:

The Tooling/Logistics Coordinator is responsible for obtaining aircraft tooling, parts, materials and equipment to meet aircraft maintenance, repair and overhaul requirements in a timely manner.

Working collaboratively with the Planning, Stores and Production teams, the Tooling/Logistics Coordinator contributes to the efficient running and continuous improvement of the department, whilst delivering exceptional levels of customer service and meeting the required performance indicators in line with company goals.

Main Responsibilities:

- Supporting the day-to-day management of suppliers and internal customer needs/deliveries for tooling, equipment and spares.
- Extensive use of AirbusWorld and myBoeingfleet to review tooling requirements and possible alternatives against tasking.
- Research potential vendors and develop SLAs with them.
- Compare and evaluate offers from suppliers.

- Organise collection and return transport, giving weight and DIMs
- Track orders and ensure timely delivery.
- Enter updated records (e.g. vendors, quantities, prices) into internal databases.
- Maintain updated records of purchased products, delivery information and invoices.
- Set up and maintenance of new suppliers and products.
- Ensure the best service from suppliers on price and availability/delivery.
- Act in the best interest of Caerdav when purchasing.
- Raise business case for the purchase of new tooling/equipment.
- Attend pre-input meetings to discuss tooling/equipment requirements.
- Develop, nurture and continuously improve procedures and process.
- Accurate processing of Purchase Orders using the company purchasing software.
- Track and follow up POs to ensure timely deliveries.
- Ensure used loaned tooling/equipment is returned in a timely manner by liaison with both stores and production, minimising the loan period and saving costs.
- Contact point for other MROs looking to hire tooling and equipment for their own maintenance requirements; ensure that Caerdav won't require the items during the requested loan period, raise corresponding loan agreements and quotations.
- Liaise with and build effective working relationships with both current and potential new suppliers.

Person Specification

Person Specification		
Factor	Essential	Desirable
Qualifications		
GCSE qualifications grade C (or equivalent) in Maths and English	X	
Relevant Experience		
Previous experience in a Tooling/Purchasing role	X	



Previous experience within an aviation MRO Part-145 (or equivalent) environment	X	
Previous experience with AirbusWorld and MyBoeingfleet	X	
Aptitude, skills and abilities		
Strong communication skills – active listening and verbal skills	X	
A ‘Self Starter’ – motivated and comfortable working autonomously	X	
Ability to solve problems, tackle issues proactively and able to offer solutions	X	
Negotiation skills – able to confidently influence a positive outcome	X	
Organisation skills – able to prioritise workload and tasks effectively	X	
Tenacious – driven to complete projects on time while maintaining high standards	X	
Team player – positive contribution to a supportive environment	X	
Attention to detail - Thoroughness in accomplishing a task through concern for all the areas involved, no matter how small. Monitors and checks work.	X	
Proficient in using Microsoft Office – Outlook, Word and Excel	X	

Build your career with us...

At Caerdav, we recognise that our success comes from the talent, passion and dedication of our team. Working collaboratively, we share the challenges and rewards that come from growing our company, which reinforces our culture of ownership. We all benefit from the value we create collectively.

We offer a generous annual leave entitlement, private healthcare, uniform, onsite parking and a Company pension scheme. Our working environment is fast paced, exciting and fun to work in. We believe in communicating openly and honesty and trust in the ability of our valued team to deliver our vision.

To apply for this role, please submit your CV and covering letter to hradmin@caerdav.com by midday on Friday 16th April 2021.