



SANDER GEOPHYSICS

Position Title:	Purchasing/Stores Assistant
Department:	Purchasing/Stores Department
Reports to:	Purchasing Manager
Location	Ottawa office
First Position Length:	permanent
Second Position Length:	14 month contract

SGL is currently seeking to fill two positions within the purchasing/stores department. One permanent opening and one 14 month contract available.

Responsibilities

- Purchase aircraft parts, tools, equipment, and supplies;
- Receive, sort and issue incoming parts, tools, and materials;
- Perform inventory of Ottawa stores and field kits;
- Maintain sufficient stock levels and inventory lists;
- Maintain certification files and related documentation;
- Ensure calibrated tools are maintained to the approved schedule;
- Liaise with field crews to ensure parts, tools and equipment availability as required;
- Aid in the oversight and administration of the tool control program for both Ottawa and field personnel;
- Produce reports from the Aircraft Management System(AMS);
- Liaise with maintenance control and shipping departments;
- Perform local pick up and delivery of parts and materials;
- Attend and complete training courses and/or company examinations, as required;
- Maintain a high level of technical and operational knowledge through direct engagement with colleagues, supervisors, and personal development;
- Maintain project schedules and goals;
- Understand, comply with, and promote all company safety precautions and policies, including reporting hazards and incidents encountered during daily operations, and
- Perform other duties as assigned by the Purchasing Manager.

Qualifications and Experience

- Previous experience with parts, materials, tools and equipment in the support of the aviation industry is an asset;
- Knowledge of aircraft airframe, engine and avionics terminology is an asset;
- Familiarity with aviation paperwork, processes, and procedures is an asset;

- Demonstrated high proficiency in LibroOffice and/or MS Word;
- Familiarity with data base entry and Adobe Acrobat;
- Knowledge of AMS and inventory tracking software is considered an asset;
- Ability to obtain a Transport Canada air side pass, TDG and forklift certificate;
- Valid Canadian driver's licence;
- Must be able up to lift 50 lbs;
- Excellent organizational and communication skills (written and oral);
- Ability to multitask, follow instructions and work with minimal supervision; and
- Available to work after-hours occasionally as required.

Benefits

SGL is committed to promoting employee wellness and successful work-life balance. Employee benefits include (but are not limited to):

- Comprehensive benefits coverage including health, dental, vision, and paramedical;
- Life insurance;
- Employee and family assistance program;
- Paid vacation, personal leave, and medical leave;
- On-site gym; and
- On-site parking.

If you are interested or know a qualified person who would be interested, please forward their resume to careers@sgl.com. Please include the position title in the subject line of your email.

Sander Geophysics is an equal opportunity employer. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodation, contact Human Resources at careers@sgl.com prior to your interview. Please note that only applicants selected for an interview will be contacted. We thank all applicants for their interest.