



Job Description MRO Attendant

SUMMARY

Manage and assist in the completion of the day-to-day activities in the MRO (Maintenance, Repair and Operations) Room, with minimal supervision. Attendant will exercise responsibility for all activities in the maintenance and tool stock room. Establish and maintain adequate levels of maintenance, tool and production inventory. Purchase materials and supplies. Responsible for providing accurate and dependable support to all members of management and team members. This position reports to the Maintenance Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs various functions required for the efficient operation of the maintenance and tool stock room.
- Purchases machine/equipment component parts, quotations and/or directs purchases.
- Ensures all information for each purchase is accurate and finalized.
- Sets up and maintains stock room records and computerizes stock room inventory.
- Utilizes Company recordkeeping systems to input and maintain accurate data and print reports, as requested.
- Keeps records on open orders and maintains status on open orders.
- Follows up on deliveries and expedite orders to ensure availability of items to meet schedules.
- Updates schedules based on requirements and instructions of immediate supervisor.
- Coordinates and/or supports projects and various departmental reports as required or requested.
- Investigates new suppliers and maintains good vendor/Company customer relationships.
- Verifies invoices, reviews rejected incoming materials and confirms incoming materials, supplies and tools with Supervisor and makes provisions with vendors for return and replacement of sub-standard items, charge backs and other problem distributions.
- Must be able to read and interpret drawings, part numbers, etc.
- Maintains safe and clean work environment.
- Maintains working relationship with the Union.
- Complies with all company rules, safety policies and procedures.
- Works effectively with others in a team based environment to accomplish company goals and to identify and resolve problems.
- Ability to multi-task and continually prioritize tasks to be completed as requires.
- Ability to work in a fast-paced environment with a sense of urgency with attention to detail and accuracy.
- Self-starter; able to work independently, as-well-as with vendors and others, as needed.
- Other duties as assigned.

IMPORTANT:

- Any employee who does not understand any portion of the job description for this position needs to bring that fact to their manager's attention so they can provide further work performance or safety instructions, as needed.
- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities which are required of the employee for this job. Duties, responsibilities, and activities may change, at any time, with or without notice.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities.



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EDUCATION AND/OR EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Excellent communication skills, both written and oral, analytical problem solving and multi-task oriented skills a must.

- Associate Degree a plus, with (5) five years of MRO or purchasing experience preferred or combination of education, training and related experience.
- Required computer skills: Word, Windows, Excel proficient; Outlook.
- Familiar with the Internet as a resource and able to locate companies, products, parts, etc.
- Very accurate and detail oriented.
- Good organizational skills; ability to multi-task and be flexible to changing priorities.
- Ability to work independently and take initiative.
- Good oral and written communication skills demonstrating tact and diplomacy.

LANGUAGE SKILLS

Ability to read, comprehend and interpret instructions, short correspondence, MRO procedural manuals, safety rules. Ability to effectively present information to other associates of the organization.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed written or oral instructions. Must be able to complete multiple projects to meet company plus production initiatives and goals. Efficient in problem solving, ability to address obstacles and adapt accordingly to meet deadlines to ensure business needs are met. Strong organization skills. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Basic mathematic skills.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to stand for the entire shift. Also, the employee is required to use hands to finger, handle to feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 50 pounds as needed. Specific vision abilities required by this job include close and peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is primarily an office setting. However, occasionally time will be spent in a manufacturing environment. Mandatory safety protection and caution will be required while in the plant. **IMPORTANT:** Eye protection, hearing protection and closed-toe shoes are required while present in designated areas of the manufacturing environment.