



## FOR IMMEDIATE RELEASE

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### **DRIVER / PARTS CLERK**

Western Jet Aviation located on the Van Nuys Airport has an immediate need for a full-time Driver / Parts Clerk. If you enjoy a fast-paced environment and always being on the go, then this is the position for you!

#### ***DUTIES AND RESPONSIBILITIES:***

- Drive a company vehicle to pick-up and deliver aircraft parts
- Transport customers and/or vendors to airport or hotels as required
- Keep track of all transaction receipts and purchase orders
- Maintain vehicle maintenance and cleanliness
- Operate a forklift to move parts inside warehouse and hangar
- Perform light housekeeping duties, including dusting shelves, removing trash and sweeping/cleaning floors and tables
- Load and unload aircraft parts and supplies in van
- Release orders from computer system to the technicians and customers
- Compile aircraft kits for the technicians

#### ***REQUIREMENTS:***

- High School diploma or equivalent
- Able to communicate effectively with technicians and vendors
- Must have excellent driving record and must be insurable
- Must be able to operate a forklift in a safe and competent manner
- Some PC skills with MS Office preferable
- Requires the ability to regularly lift, pull, reach, carry or push materials/supplies with assistance weighing up to 50 lbs.

If you are interested in this position and meet the above requirements, email your resume in MS Word or PDF format to: Jerry Airheart (jairheart@wja.aero). Email only please – no phone calls