



**MRO Services**  
Airframe Maintenance - Canada  
Windsor

## Quick AAR information / resources

**Website:** [aarcorp.com](http://aarcorp.com)

**Careers:** [aarcorp.com/careers](http://aarcorp.com/careers)

**Email:** [windsorrecruiting@aarcorp.com](mailto:windsorrecruiting@aarcorp.com)

## Receiving Inspector

### The position

We are looking for a Receiving Inspector who works collaboratively with a team and will be responsible for receiving, inspecting, auditing and recording the movement of parts, tooling, supplies, equipment and inventory. Other key responsibilities include:

- Monitor the loading and unloading of goods from trucks and other vehicles
- In accordance with CARs (Canadian Aviation Regulations), inspect and verify incoming goods against invoices, purchase orders (PO) or other documents for conformity
- Record non-conformities, shortages and reject damaged goods
- Unpack, label and distribute articles to appropriate storage areas
- Manage internal, manual and computerized record keeping systems
- Operate, if necessary, a forklift, a hand truck or other equipment to load, unload, transport and store goods
- Take inventory count when needed
- Perform the filing of various purchase orders (PO) or other documents
- Works to maintain a strong relationship with functional support groups to ensure all activity is compliant and conforms to the AMO and Customer Guidelines
- Assist Stores team with staging, putting away stock, and issuing materials to projects
- Keep detailed reports on all parts in relation to each project in the AMO
- Performs escalated expediting when required to ensure on time delivery of material
- Interact with on-site representatives
- Actively participate in AAR Windsor's Safety Management System (SMS) including reporting safety hazards and incidents encountered in daily operations; understands and promotes the company safety policy
- Performs other duties as required

### Total rewards

As a team member, you receive:

- Pay Range \$20.31 - \$25.12
- Applicable receiving stamp premium \$1.50
- Comprehensive benefits package
- RRSP Contribution – employee and employer

- Annual uniform and safety boot allowance
- Paid time off benefits, including 11 company paid holidays
- Third-party discounts
- Relocation assistance may be provided, if required
- Training and development opportunities and education assistance program
- Staff engagement and recognition events

## Performance objectives

- **Teamwork** – collaborates with colleagues to achieve results and is also comfortable working independently
- **Building trust** – operates with integrity, discloses own positions, remains open to ideas, and supports others through dignity, respect, and fairness
- **Building relationships and partnerships** – develops and leverages relationships within and across teams to achieve results
- **Communication** – conveys information and ideas clearly and concisely to individuals or group in an engaging manner, helping them understand and retain the message
- **Quality orientation** – accomplishes tasks by considering all areas involved, no matter how detailed
- **Sound professional judgement** – applied to problem solving, analyzing and decision making
- **Innovation** – ability to think creatively and share new ideas with the team
- **Attention to Detail** - ability to work in a fast-paced environment with strong attention to detail managing multiple priorities and adapting to change in priorities

## Education and experience

- Minimum high school diploma or equivalent
- Experience in a similar position
- Class G Driver's licence an asset
- Forklift experience an asset
- Proficiency in Microsoft Office Word, Excel, and Outlook
- Ability to utilize computer systems to input and retrieve information to perform normal daily activities

## Working Conditions

- Working within the stores department
- Ability to physically lift/push/pull 50 lbs
- Flexible shift availability for AOG (urgent) requirements

## Why should you apply?

- AAR is the only aerospace / defense company on Forbes' America's Best Mid-Size Employers list.
- Our innovative and entrepreneurial culture encourages employee input in every aspect, from day-to-day activities to the company's future growth.
- Our learning and career development program affords employees a learning path with the necessary tools and resources needed to help build their career at AAR.
- We support non-profits and organizations that work to improve society in four primary areas: veterans and active military; education with an emphasis on STEM; health and wellness; and diversity / inclusion.

## About AAR

AAR is an awarded global aerospace and defense company that offers employees a long-term career pathway and the opportunity to work with a great team! At AAR, our people remain our priority! We create the #BestTeamInAviation by focusing on recruitment, training, growth, engagement, and retention. AAR employees are empowered to meet their individual professional development goals through our global learning and development program, mentorship program, leadership training, continued education, networking, and much more!

AAR is committed to building a diverse and inclusive workforce. We encourage applications from people of all races, ethnic origins, religions, abilities, sexual orientations, gender identities, or expressions. We are dedicated to the health and safety of our people, our customers, and the communities where we live and work.

Qualified applicants may email their resume to [windsorrecruiting@aarcorp.com](mailto:windsorrecruiting@aarcorp.com) up to and including **April 30, 2024**.

**Please quote file #AAR-140** Please submit your resume in MS Word or PDF format.

Although all applications are appreciated, only those candidates selected for an interview will be contacted.