



MRO Services
Airframe Maintenance - Canada
Windsor

Quick AAR information / resources

Website: aarcorp.com

Careers: aarcorp.com/careers

Email: windsorrecruiting@aarcorp.com

Position Title: Tool Clerk

The position

We are looking for a Tool Clerk to maintain conformance with all AAR Windsor internal tool control processes, including but not limited to issuing and returning tools, maintaining the calibrated tooling program, and recording new and borrowed tooling in the AAR database. Other key responsibilities include:

- Issue and return tooling, check out tools
- Create Purchase Requests (PR) for new, replacement or tools requiring repair and calibration
- Create new work orders for repair and calibration
- Maintain work order index
- Accurately maintain tool records in AAR database (StAAR)
- Upload scans, relevant documents and photographs
- Maintain tool status, tool location and tool catalogue
- Maintain Tool Identification and labels
- Maintain and monitor unserviceable tool tracker
- Add new Tooling into database (StAAR)
- Assemble and monitor tooling kit components
- Maintain Tooling Calibration records
- Perform calibrated tooling audits as required
- Generate & distribute monthly Calibrated tooling expiry reports to management
- Keep records of missing tools and replacing if needed
- Locate vendor options for repair and calibration of tools
- Monitor and action tooling requests or loan requests between AAR and 3rd-party MROs
- Prepare scrap reports for Quality Assurance office
- Scrap / dispose of tooling per AAR process manual
- Complete cycle counts for inventory and maintain cycle count schedule and update tooling location
- Conduct tooling inspections for cleanliness and function
- Action items on missing tools report per QA advice
- 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.
- Other duties as required or directed.

Total rewards

As a team member, you receive:

- Pay range \$19 to \$25.12/hr
- Profit Share
- Eligible for overtime
- 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 and strive for continuous improvement
- **Sound professional judgement** – applied to problem solving, analyzing and timely decision making

Education and experience

- Minimum education High school diploma
- Experience with tooling and ground support equipment considered an asset
- Good knowledge of computers and Outlook, Excel, & MS Office Computer skills and the ability to perform inventory transactions properly
- Proficient in Microsoft Office skills including Word, Excel and Power Point

Working Conditions

- Working within the stores department
- Ability to safely lift up to 50lbs
- Work with materials such as chemicals, parts for aircraft and aircraft tooling
- Shift work
- Periodic overtime may be required
- Regular visits to the hangar floor

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@aacorp.com up to and including February 14, 2024.

Please quote file #AAR-128. 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.