



JOB POSTING

Position: Production Kitting Clerk I
Locations: Dripping Springs, TX (Austin, TX area)
Description: Expanding avionics systems integration company seeks Parts and Materials Clerk for, kitting, shipping/receiving and inventory control.

Company Quality Policy:

L2 is committed to quality and continuous improvement in all areas of our organization. We provide solutions based on our customers' needs and are dedicated to ensuring that all expectations are surpassed. We are fanatical in ensuring our solutions meet or exceed regulatory and customer requirements. Working as a team, all employees are involved in the continuous quality improvement process to ensure that the company goals for quality, timeliness, responsiveness and innovation are met, thereby ensuring customer satisfaction.

Primary Responsibilities:

- Kitting for FAA/PMA and 145 repair jobs
- Shipping and receiving of parts and materials
- Support crate replenishment, shortage reporting and shipping/receiving for same
- Labeling and filing of all production/materials related documentation
- Completion of rolling stock inventory count
- Monthly safety inspection of equipment
- Other duties as assigned by the department manager
- Must pass 10-year security clearance background verification and submit to company's DOT/FAA Part 145 Drug and Alcohol Abuse Program.
- Reports to the Production Value Stream Manager

Preferred Qualifications:

- High school diploma or trade equivalent
- Minimum 1-year experience shipping/receiving/inventory control
- Basic computer skills
- Excellent communication skills
- Must be able to work with minimum supervision
- Must be detail oriented within a fast-paced environment
- Must be willing to take on new tasks in a changing environment
- Ability to meet or exceed deadlines
- Experience working in conformance with a quality system
- Dependable
- Must be able to work overtime and weekends as necessary
- Must be legally able to work in USA and supply supporting documentation for I-9 form

Contact: careers@L2aviation.com