



FAA CRS# L2ZR265X
FAA PMA# PQ1040SW

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JOB POSTING

Position: Production Support Clerk
Locations: Dripping Springs, TX (Austin, TX area)
Description: Aviation Production Department is seeking an enthusiastic, highly motivated individual to assume the position of Production Support Clerk within the Production Value Stream. Our ideal candidate will be truthful, mindful and respectful of all co-workers and customers of L2 and be an advocate for continuous improvement.

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:

- Assist in Supply Chain Purchasing activities with guidance and IAW standard operating procedures
- Assist in Production Kitting activities with guidance and IAW standard operating procedures.
- Follow instructions and communicate with supervisor or trainer when appropriate to ensure task expectations are met.
- Maintain an electronic time keeping record of completed work.
- Maintain levels of productivity and quality based on department standards.
- Present ideas for improving activities involved in that would increase efficiencies within the department.

Preferred Qualifications:

- High school diploma or trade equivalent
- Basic computer 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 work in a team environment
- 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

L2 PROPRIETARY AND CONFIDENTIAL INFORMATION