

PROFILE:	LOGISTIC BASE PERSONNEL	
BASE:	MILÁN- MALPENSA	

PROFILE: LOGISTIC BASE PERSONNEL

FORMATION: Minimum base school
Desirable, medium studies in business, economical or business school
Driving license
Desirable :Dangerous Goods aeronautical certificate

CHARACTERISTICS: Clean criminal certificate

EXPERIENCE: Desirable in Aeronautical business as logistic or mechanic helper

LANGUAGES: English high level: compulsory
Spanish: desirable
Italian: desirable

IT EXPERIENCE: Office packet
Excel advance user desirable

FUNCTIONS:

- Control, reception and communication of the arrival of spares and other deliveries done by HAT-Log. Scan documents and store them in files and also originals to be sent to Malta.
- Control, reception from Part 145 maintenance contracted company of the US cores to be returned to the suppliers. Scan US Tags, send per mail to HAT-Log and store files in proper place.
- Prepare packets for sending US parts, in boxes and attach correct labels.
- For wheels, brakes, coffee makers, oxy bottles, etc... to drive them to the supplier or put in correct packaging and bring to the picking place in the Airport door.
- Prepare documents in proper packaging to be sent.
- Do physical inventories by HAT-Log requirement
- Control quantity of Flight documents on base
- Change of manuals
- Discharge of information from Flashcards and format of them.