

PROFILE:	LOGISTIC-PURCHASE OFFICE PERSONNEL	
BASE:	ZARAGOZA	

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

CHARACTERISTICS: Clean criminal certificate
Keen to travel to the bases or spend time doing logistic jobs there.

EXPERIENCE: Desirable in Purchasing or Logistic departments
Desirable in Aeronautical business as logistic or purchase departments.

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

IT EXPERIENCE: Office packet
Excel advance user desirable

FUNCTIONS:

- **Ask for quotation to the suppliers, evaluate prices and conditions and do orders.**
- **Do repair orders of the retables that need it.**
- **Contract the transports of incoming parts and reverse logistics**
- **Control of provisioning of parts on time and good manner**
- Control, reception and communication of the arrival of spares and other deliveries done by HAT-Log.
- Control, reception of the US cores to be returned to the suppliers. Do the documentation of the US Core to return them properly and on time.
- Coordinate with the different bases the deliveries of the parts.
- Prepare documents needed for transportation
- Participate physical inventories by HAT-Log requirement
- Control of parts in the system and do inventory amendments to control the stock.