



Kit Hardware Coordinator / Puller

Van's Aircraft is the worldwide leader in the production of kit aircraft. We seek skilled, motivated, passionate individuals to join our team at the Van's headquarters in Aurora, Oregon. We are looking for a motivated individual who will be primarily responsible for ensuring hardware bags are accurately and completely pulled, prepared, and staged for all aircraft kits that ship from Van's Aircraft; and status and issues are proactively communicated to stakeholders to ensure accuracy and the smooth flow of parts. Work includes locating and pulling hardware/parts from inventory for each pending aircraft kit and preparing/packaging all hardware for the kit crating team.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 80% Pulling Hardware
 - Collect various pre-made bags to stage for complete kit orders
 - Fill all requests promptly and accurately
 - Package and prepare hardware for crating

- 15% Inventory Control
 - Maintain accurate and timely inventory of hardware bags
 - Count, check and store materials in designated boxes
 - Stock shelves
 - Report shortages or low stock
 - Report inventory discrepancies

- 5% Complete hardware packing lists

OTHER DUTIES AND RESPONSIBILITIES

- Log hardware completion dates in spread sheet
- Report kit counts to different teams
- Keep work environment clean and organized

MINIMUM QUALIFICATIONS AND EXPERIENCE

- High school diploma, GED or equivalent work experience
- Ability to read and comprehend instructions, correspondence, and memos
- Great communication skills
- Focus, attention to detail, and accuracy
- Problem-solving skills
- Basic math skills
- Computer and word processing skills; basic knowledge of Excel preferred
- Prior relevant experience is a plus

Pay rate: \$18.00 to 20.00 per hour, commensurate with experience

To apply, please submit your resume and cover letter to jobs@vansaircraft.com. No calls, please. Selected candidates will be required to pass a pre-employment drug screening.