

CLARENDON AIR CO-ORDINATOR

Reporting to	Clarendon Air Co-ordinator
Department & Location	Clarendon Air Department; Northern Ireland (Craigavon area)

Clarendon Specialty Fasteners (CSF) is a leading stocking distributor of fastening systems to the aerospace, motorsport, defence and industrial markets. CSF stocks a wide range of fully traceable aerospace fasteners and hardware across several aerospace standards in our stocking facilities in Europe, USA and Asia.

Clarendon Specialty Fasteners is a division of Diploma PLC – an international group of businesses supplying specialised technical products and services to focus market sectors with its headquarters in the United Kingdom.

SCOPE

This is a hands-on role which will cover all aspects of implementation, support and maintenance of the Clarendon Air Vendor Managed Inventory system, on a customer's site.

The Clarendon Air Operative will form an integral part of the team, responsible for the Clarendon Air inventory system at the customer's 4 sites in Northern Ireland. The Operative will be required to work with a high level of organisation, attention to detail and discipline to meet the contractual obligations agreed with the customer and to deliver the agreed level of customer service.

RESPONSIBILITIES AND DUTIES

- Daily replenishment scan of all Clarendon Air racks, in all factories.
- Daily stock replenishment of all Clarendon Air racks, in all factories.
- Installation of all Clarendon Air hardware at customer premises (Travel Expected).
- Action of Customers change requests.
- On-site customer training and support.
- Ensuring products supplied to customers, are in a timely manner and correct.
- The picking and assembling of Clarendon Air orders as required.
- Ensuring pick and part accuracy meets customer expectations.
- Clarendon Air Portal Training

PREFERRED QUALIFICATIONS AND KEY ATTRIBUTES

- Flexible
- Hardworking
- Good at building relationships

