



**Your Life. Our Mission.**

New England Life Flight, Inc.  
d/b/a Boston MedFlight

**I. POSITION: Parts/Logistics Coordinator**

**II. PRIMARY PURPOSE**

Under the primary direction of the Director of Maintenance the Parts/Logistics Coordinator is primarily responsible for maintaining aircraft parts inventory and company tooling at each base location for the flight and maintenance tracking program. The Parts/Logistics Coordinator is the liaison with OEM's and other maintenance related parts departments. In addition, the Parts/Logistics Coordinator verifies and keeps records on incoming and outgoing inventory and prepares items for shipment by performing the following duties to quality, productivity and safety standards.

**III. ESSENTIAL DUTIES**

The Parts/Logistics Coordinator will:

- Coordinate with the DOM to ensure that the Maintenance Department is furnished with an adequate supply of tools, parts and equipment in an airworthy condition to assist in planning of maintenance events as required;
- Unpack, examine and route incoming shipments comparing information on packing slip with purchase order to verify accuracy of shipment; reject damaged items; record shortages; and rectify any shipment issues;
- Ensure that inventory is controlled and maintained according to manufacturers' requirements or industry standard practices;
- Ensure the preservation and proper storage of all articles or parts, while carried in inventory, including parts that are subject to deterioration and shelf life specifications;
- Maintain and track inventory of all shipping materials and supplies ensuring that inventory levels are accurate and adequate at all times; prepare routine inventory reports to include count, value and quantity;
- Liaison with accounting department on all BMF inventory requirements ensuring proper controls and standards are maintained at all times;
- Maintain computer database and all files containing shipping/receiving reports;
- Report defective materials or questionable conditions to the DOM and originating department;
- Notify the DOM and Base Mechanics when a controlled component is received that requires inspection and times verification;
- Quarantine items that look suspect or unserviceable and coordinate to schedule items to be tested that appear to be suspect or unserviceable;
- Check repaired items against BMF's approved vendor listing; maintain the approved vendor tracking program and validate with vendors QA department;
- Prepare shipments for postal or commercial conveyance; determine most economical and efficient shipping method; select appropriate shipping container; pack and label items to ensure safe delivery;
- Serve as BMF's DOT-certified hazardous material shipper to include completing required initial and recurrent training;
- Protect and prevent the loss of company owned parts, equipment, tools and other property;
- Coordinate transferring of shipments to other base locations; pick-up, delivery and travel to remote base sites required;
- Fill orders by listening to and clarifying requests, identify parts, offer and explain alternative solutions;
- Report any delays in obtaining parts, supplies or equipment to the DOM or designee immediately;
- Follow established organizational policies, procedures, and objectives, continuous quality improvement objectives, and safety, environmental, and/or infection control standards ensuring a clean, safe and orderly work environment;
- Perform other duties as assigned.
- Manage the warranty program for parts and tools. Report warranty issues to the DOM or designee.
- May occasionally be asked to perform duties on weekends, holidays and after business hours should an emergent need arise directed by the DOM or aviation management.
- Travel to BMF Base sites as needed or directed by the DOM or aviation management.



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**IV. POTENTIAL DUTIES**

- Unrestricted travel
- Assigned administrative duties

**V. MINIMUM QUALIFICATIONS**

- Minimum two (2) years Turbine Helicopter Maintenance and/or aviation parts management experience preferred.
- Associate's degree preferred.
- One (1) Year of experience in Hazardous Shipping and handling and three years inventory control experience preferred
- Computer skills necessary to manage the inventory tracking program; familiar with purposes and principles of inventory software. Proficient in Microsoft Office products
- The ability to maintain a high level of confidentiality
- Strong interpersonal and communication skills
- A valid and current driver's license. Must provide current copy of RMV driving record for administrative review prior to being hired and, if hired, annually upon annual review.
- Eligible to be bonded for insurance purposes
- Must be able to speak, read, write and comprehend the English language without restriction
- Commitment to a 24/7 organization

**VI. WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

- Ability to operate around and in aircraft and exposure to non-conventional motion, noise, vibration, chemicals (jet fumes) and extreme heat or cold.
- Ability to lift at least 50 pounds using proper body mechanics and bend and carry heavy equipment.
- Ability to operate a hand truck to move materials to proper locations
- Ability to safely work from ladders and approved maintenance stands to perform tasks.
- Works in a patient care environment around the aircraft and is exposed to possible infectious diseases and chemical solvents and agents used in the medical and aviation industries.
- Position may require sitting and/or standing for long periods of time.

**VI. NOTES**

- An FBI background and CORI check will be performed prior to employment.
- Successful candidate must submit to post-offer, pre-employment physical examination.
- Must pass random drug screenings
- FLSA Non-exempt position.

**How to Apply:**

Please visit our career center by clicking [here](#) to submit an application and résumé.

Or mail to:

Human Resource Manager  
Boston MedFlight  
150 Hanscom Drive  
Bedford, MA 01730

**For More Information**

Please visit our website to get more information about current job opportunities and our program.

[www.bostonmedflight.org/careers](http://www.bostonmedflight.org/careers)

Est. 01/17, 12/18