MATERIALS MANAGER

Reports to: Head of Maintenance	**Abbreviation:** MM
Division/Department: Materials	**Deputised by:** Materials: Deputy Purchasing Manager Stores: Supervisors
Location: Stansted	**Version/Date:** V2 NOV26

JOB PURPOSE

Manage the Purchasing, Logistics and Stores functions to ensure aircraft materials, components, tooling and services are procured, stored, controlled, transported and issued in accordance with EASA Part 145, company procedures and applicable import/export regulations. Ensure material availability to support maintenance operations whilst optimising inventory levels, controlling costs and maintaining the highest standards of airworthiness, regulatory compliance and customer service.

ACCOUNTABILITY

- Accountable for ensuring all aviation materials are procured from approved
- Accountable for the performance of the Purchasing & Stores Departments
- sources with full traceability and airworthiness certification.
- Accountable for compliance with UK Customs requirements, Import Procedures
- Relief (IPR), Temporary Admission, duty management and other customs regimes.
- Accountable for compliance with import/export legislation, export controls, sanctions requirements and applicable trade regulations.
- Accountable for adherence to IATA Dangerous Goods Regulations (DGR), ADR and hazardous materials requirements.
- Accountable for effective inventory management including stock accuracy, shelf-life monitoring and obsolescence control.
- Accountable for supplier performance management, procurement efficiency and departmental reporting.
- Accountable for the efficient and correct usage of WINGS ERP.
- Performing of any other duties within your capabilities as directed by the Company

MAIN RESPONSIBILITIES AND DUTIES

- 1. Material Planning and Procurement:
  Develop material planning strategies and forecasts to support maintenance operations.
  Manage supplier selection, contract negotiation and supplier performance reviews.
  Manage Aircraft on Ground (AOG) procurement activities.
  Ensure all purchases are supported by appropriate airworthiness documentation including EASA Form 1, FAA 8130-3 and Certificates of Conformity where applicable.
  Support warranty claims, repair management, rotable exchanges and lease return activities.
- 2. Inventory Management and Stores Control:
  Maintain full material traceability throughout receipt, storage, issue and dispatch.
  Manage bonded, customs-controlled and IPR inventory where applicable.
  Monitor shelf-life, stock accuracy, surplus and obsolete inventory.
  Ensure compliance with EASA Part 145 storage requirements.
- 3. Logistics, Import/Export and Trade Compliance:
  Manage all import and export activities in accordance with HMRC and customs requirements.
  Oversee IPR, Returned Goods Relief, Temporary Admission and related customs regimes.
  Liaise with customs brokers, freight forwarders and regulatory authorities.
  Ensure accurate customs declarations, commodity codes and country of origin records.
  Support customs and regulatory audits.
- 4. Dangerous Goods and Hazardous Materials:
  Ensure dangerous goods are stored, handled, packaged and transported in accordance with IATA DGR, ADR and legislation.
  Oversee shipment of batteries, chemicals, aerosols and other regulated items.

Ensure personnel maintain dangerous goods competence and training requirements.
Maintain dangerous goods records and support audits.

- 5. Team Leadership and Continuous Improvement:
  Lead, develop and motivate Purchasing and Stores teams.
  Establish departmental KPIs and drive continuous improvement initiatives.
  Promote a strong safety, compliance and customer-focused culture.
  Perform any other duties within your capabilities as directed by the Company.

AUTHORITIES

- Has disciplinary authority over staff within area of responsibility.
- Authority to approve suppliers in accordance with company procedures.
- Authority to reject materials or suppliers that do not meet airworthiness or compliance requirements.
- Authority to stop shipments or inventory transactions where regulatory compliance concerns exist.
- To request assistance from other departments and propose training, procedure and system improvements.

QUALIFICATIONS PREREQUISITES

- Bachelor's degree in supply chain management, logistics, aviation management or related discipline; equivalent experience considered.
- Extensive experience in aviation material management within a Part 145 MRO environment.
- Strong knowledge of EASA Part 145, CAA requirements and aviation material traceability.
- Experience managing customs compliance including IPR, Temporary Admission, customs declarations and international trade activities.
- Knowledge of IATA Dangerous Goods Regulations and hazardous materials management.
- Experience with inventory management, supplier performance management and ERP/MRO systems such as WINGS, AMOS, Quantum or equivalent.
- Experience with Lean or Continuous Improvement methodologies.

OTHER SPECIFICATIONS

- Excellent analytical, problem-solving, and decision-making skills and able to prioritise work in a fast-paced environment.
- Effective communication and negotiation abilities with the ability to build and maintain strong relationships with suppliers.
- Strong leadership and team management skills, with the ability to motivate and develop team members.
- Attention to detail, strong organizational skills, and the ability to multitask in a fast-paced environment.
- Maintain strict company and customer confidentiality.
- Attend and successfully pass all mandatory trainings & assessments according to the area of activity.

EMPLOYEE DECLARATION

I confirm that I have read and understand the requirements and responsibilities of my role and agree to adhere to them if there is anything I do not understand I am aware that I should raise this with my line Manager	
Print Employee Name:	
Employee signature:	**Date:**
Manager Name:	
Manager Signature:	**Date**