
Job description

About us

Precise Flight, Inc located in Bend, OR.

The Production, Fulfillment & Quality Control Technician is responsible for assembling, testing and repairing new and used products, performing quality control inspections on raw materials/components and work in process products, and kitting/packing outgoing customer orders. These duties contribute to work flow of three departments: Production (including Repair Stations), Quality Control and Fulfillment.

Qualifications:

- Minimum 1-2 years of relevant experience
- Excellent technical, problem solving and communication skills
- Commitment to excellence, strong work ethic and attention to both big picture objectives and an abundance of details
- Highly organized and accurate

Organizational Core Competencies:

- Take pride in the quality of your work assignments and maintain a positive attitude about the company and all of its customers.
- Perform assigned duties in a self-motivated, self-starter, organized, time structured manner.
- Maintain the highest ethical standards at all times.
- Report any and all conditions affecting customer satisfaction.
- Learn and understand the principles of lean manufacturing and 6s always working to the standard of "Relentless Elimination of Waste".
- Continually pursue lean manufacturing principles through education and continual implementation.
- Become and remain expert in knowledge with the company's quality management system and continually put into effect the quality management system throughout operations.
- Become and remain expert in knowledge with the company personnel policy and expected standards of employee conduct.
- Responsible for becoming and remaining expert in knowledge level of the company Repair Station manual.
- Safely operate, maintain, clean and store, tools and equipment necessary for the production of company products.
- Insure that all tools and equipment in use have a current calibration record and identification before using. Insure that all equipment, tool and machine areas are kept clean and hazard free.
- Insure that all work areas and tools are kept clean, organized, and clutter free.
- Immediately advise supervisor or higher authority, of all delays, potential delays, work stoppages, potential work stoppage, quality control problems, anticipated quality control problems, shortages, new item or process requirements,

perceived design deficiencies, observed parts failure patterns, substandard work previously accomplished on items being worked on.

- Observe any building maintenance requirements and report to supervisor.

Job Family Competencies:

- Must have completed a high school education.
- Familiarity with production processes and drawings a plus
- Must be able to use standard hand tools repetitively.
- Must be able to lift up to 50lbs.
- 2 years' work experience in Shipping
- Experience using FedEx, UPS, Yellow Freight, and USPS software.
- Prior experience in aviation a plus, but not required.
- Experience with Sage 100 ERP a plus, but not required.
- Be able to use quantitative techniques to analyze results and make decisions.
- Demonstrate effective business communication skills.
- Exercise sound decision-making abilities.
- Must be able to read, write, and understand English.

Key Job Competencies:

- Assemble and test products for inventory and sales to meet the needs of the company's customer base or inventory requirements as requested by Sales Order or Work Order.
- Maintain an adequate inventory of components so as to not create shortages or delays.
- Repair returned product as requested by the customer in a timely manner.
- Assist sales and customer service staff by answering technical questions as needed when qualified.
- When qualified, check drawings, schematics, blue prints, manuals, and directives and any other material for compliance to appropriate governing agencies and/or company standards as directed by supervisor.
- Pursue qualification for an FAA Certified Repairman Certificate.
- Generate or review, detailed written assembly, fabrication, modification, and repair directions, instructions, or manuals. Insure accuracy of materials and processes. Use precise definitions, standards, and tolerances as are published in PFI drawings, installation instructions, and such other documents as may pertain. In the event that discrepancies or errors are found, document them in writing and bring them to the attention of the supervisor.
- Responsible for obtaining merchandise from warehouse shelves to accurately fill and ship orders as required by Sales Order for the shipments required for the day.
- Responsible for packaging materials in a manner as to insure that no damage occurs during transit.
- Responsible for assuring that information listed on Certificates of Compliance, 8130-3 airworthiness approval tags, and packing slips fills the requirements of the customer.

- Responsible for ensuring that all foreign shipments have a completed 8130-3 as required.
- Responsible for notifying sales of any delay of any sales order.
- Responsible for notifying manufacturing of needed product.
- Responsible for assuring production entries are completed when receiving products from manufacturing.
- Responsible for completing production entries for kitted items prior to shipping.
- Responsible for maintaining an accurate inventory system.
- Responsible for maintaining a clean, orderly, and accurate inventory stores area. All items are to be appropriately marked with part number description and Bin location.
- New items are to be received and cut to the shelf within two days of receipt.
- Assists in inventory preparation.
- Other duties may be assigned by the shop manager(s).

Compensation:

- Base Pay: \$19 to \$21 per hour depending on experience
- Annual Bonus Opportunity: Up to 20% based upon year over year company sales growth.
- Annual Paid Time Off (PTO): 15 days during first 3 years, 20 days years during years 4 and 5 and 25 days from 6 years and on.
- Annual Paid Holidays: 9 per year
- Fully Paid Medical Insurance for employee and pre-tax 125C plan employee paid coverage of dependents
- Retirement Plan: 401(k) Plan company match on 100% of employee contributions up to a maximum of 4% of base pay.
- Out of Pocket Dental/Vision Reimbursement: Up to \$600 year reimbursement for out of pocket dental and vision expenses.
- Wellness Benefits: Up to \$25/mo reimbursement for qualified expenses such as memberships to health clubs, yoga studios, etc.

Job Type: Full-time

Pay: \$19.00-\$21.00 per hour