

**Wood Group Pratt & Whitney
Industrial Turbine Services, LLC**

1460 Blue Hills Avenue
Bloomfield, Connecticut 06002
(860) 286-4600



Expeditor

SUMMARY

Responsible for the flow and organization of all parts between departments using computer system relating to inventory, production, inspection, and shipping and receiving. Organize material in marshalling area and account for material shortages before assemble of engines.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes the following and all other duties as assigned.

- Ensures parts are clearly labeled with Job Number
- Expedite/locate material to the production floor or to the marshalling areas
- Unpack new parts from Stores/Inventory
- Sort and distribute parts to proper location/section
- Populate kit carts/organize racks to correct sections
- Update status of sections to be assembled
- Route expendables and distribute to proper job and section
- Communicate with salvage area to coordinate and get status of repairs
- Maintain production status list
- Attend production meetings
- Work with Gearbox assembly area to coordinate the assembly of gearboxes and carbon seals
- Work with rotor shop to coordinate the assembly of rotors
- Communicate with GG8/PT8 Lead mechanics to troubleshoot missing parts issues
- Update North Wall Kitty inventory sheet and purge obsolete/pre-service bulletin material
- Maintains a safe and clean work area and adheres to all housekeeping requirements. Follows safety procedures, rules, and EHS standards.
- Attend Weekly Vendor Admin. Meetings
- Attend PWPS Production meetings
- Meet with appropriate lead to obtain weekly dates and update the production schedule

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience. Must have computer and Microsoft Office experience. Must be familiar with job shop processing.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

NO PHONE CALLS PLEASE.

EOE/M/F/D/V