

Head of Supply Chain & Planning

Reports To: Chief Operating Officer

Direct Reports: Yes

A. POSITION SUMMARY:

Responsible for all facets of WMA Supply Chain and Planning operation including maintenance planning, material procurement, sourcing, contracting, logistics, component repair and warranty, business development and relationship management, and oversight of the Stores organization responsible for all aspects of planning, storing, handling and shipping of aircraft related parts and materials.

B. JOB RESPONSIBILITIES:

- A. Development of a corporate procurement strategy.
- B. Develop forecasting and resource planning capability within the organization to deliver end to end planning, forecasting, and scheduling in order to meet aircraft maintenance needs
- C. Creation and management of short-, mid- and long-term goals and objectives related to inventory placement, aircraft component sparing levels, and other corporate sourcing and procurement initiatives.
- D. Provide accurate forecasting and analyzing data against budget figures on a weekly and/or monthly basis to provide supporting information to the Director of Maintenance and Director of Supply Chain to optimize maintenance operations production and inventory management
- E. Creation and improvement of best-practice based processes for sourcing and procurement.
- F. Overall management of Supply Chain activities to include stores processes.
- G. Provides leadership and direction to Technical Stores, AOG and Heavy Check personnel for inventory logistics.
- H. Manage short term and long term maintenance production capacity and scheduling.
- I. Responsible for the effectiveness of employee HAZMAT shipment training and ensuring HAZMAT shipments conform to all governmental regulations and company policies.
- J. Identification and realization of cost-saving and cost-reduction opportunities.
- K. Develop and manage reliable forecasting tools and KPI's that deliver high accuracy at monthly, weekly, daily levels, which will provide relevant inputs to the maintenance production and supply chain teams, to support business decision making
- L. Responsible for budget management for categories under management.
- M. Development of benchmarks and scorecards to be used for continuous improvement.
- N. Management of staff in (and across) sourcing, contracting, transactional purchasing, and miscellaneous internal procurement support activities, repair and warranty group and stores functions. Managing the skills and competency development of staff, including training development and knowledge.
- O. Building a Center of Excellence (CoE) to help transform Supply Chain, and also support broader transformation of the value chain.



- P. Responsible for ensuring all required maintenance items that are scheduled and issued within time limit intervals specified by the Continued Airworthiness Maintenance Program (CAMP) and approved by the FAA
- Q. Directs activities ensuring proper policies to satisfy the requirements of the Company.
- R. Maintains a familiarity with the management information systems, especially as they relate to purchasing and maintenance planning.
- S. Provides initial authorization for purchase requisitions for all materials associated with the maintenance of aircraft and their related components and major support equipment.
- T. Authorizes requisitions for standard inventory items.
- U. Develops, initiates and manages Request for Proposals (RFPs) for addition of vendors and contracted services.
- V. Responsible for establishing and maintaining stock level reorder points and quantities, and spare parts distributions, stores and contract negotiations.
- W. Works with Maintenance Department leaders to achieve adequate spares support of all scheduled and unscheduled maintenance operations.
- X. Organizes, coordinates, and directs management of Company's spare aircraft parts.
- Y. Maintains close communications with maintenance operations regarding manpower/equipment requirements, availability, capacity, backlog and priorities to ensure realistic and achievable schedules and loading parameters are continually maintained for the business.
- Z. Directs activities ensuring proper spare support at all WMA locations.
- AA. Responsible for supply chain and maintenance planning inputs to the Company's Security and Safety Management System (SMS) and associated Safety Risk Management and Safety Assurance programs.
- BB. In absence, the Chief Operating Officer will handle and re-assign tasks.
- CC. Performs other duties as assigned.

C. QUALIFICATIONS:

- A. Required:
 1. Bachelor's degree in science or technical field.
 2. At least five years experience within the last eight years leading teams within a Part 121 airline maintenance planning/scheduling organization.
 3. At least five years business experience in corporate planning.
 4. Proficient in modern sourcing and procurement systems.
 5. Strong negotiation abilities.
 6. In-depth knowledge of sourcing and procurement principles and best practices.
 7. Ability to translate complex financial issues.
 8. Working knowledge of finance and accounting in terms of budgeting, cost management, financial accounting, treasury, and risk management.
 9. Strong Project Management Skills.
 10. Work with minimal supervision in a team environment.



11. Familiar with relevant legislative and regulatory requirements.
12. Must be able to speak, read, and write in English.
13. Must be able to demonstrate authorization to work in the US.