



MTU Maintenance Canada  
An MTU Aero Engines Company

**INTERNAL JOB POSTING  
PERMANENT POSITION**

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**Job Title:** Document Controller **Minimum # of**  
**Positions:** 2

**Position Number:** TMS-09013

**Department:** Stores

**Posting Date:** November 19 – 27, 2009

**Award Date:** December 4, 2009 **Start**  
**Date :** December 7, 2009

**Team Leader:** Colin Warde **Posting #:** 013 -  
2009

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**TYPICAL DUTIES AND RESPONSIBILITIES:**

The Document Controller is responsible for activities related to general warehousing and the handling of goods. The work involves the performance of a variety of tasks under supervision and in accordance to clearly established policies and procedures.

**KEY RESPONSIBILITIES:**

- Shipping of accessories/pieces parts to outside vendor and/or customer and prepare commercial invoices (goods)
- Pre-receiving and receiving of accessories/piece-parts, commercial goods from vendor and update applicable files and/or system
- Parts Issuing
- Monitor priorities per schedules and ensure “in time” material supply to the Accessory shop
- Manage “Material Return to Stock” for Accessory and/or Stores as required
- Execute accessories push-outs to Marshalling per schedule
- Perform general warehousing functions



- Conduct inventory counts as required
- Other projects and duties as required ( multi-tasking), and must have the ability to effectively carry out the duties of the position per expectation with a minimum of supervision
- Accessory Division is integral part of MTU Maintenance Canada and recurring on the job training (OJT) will be required

#### **SKILLS AND QUALIFICATIONS:**

- Minimum Grade 12 Education
- Minimum typing speed of twenty (20) words a minute
- Possess a valid Provincial Class 5 Driver's License
- Working knowledge of the standards practice methods for servicing, handling and delivery of aircraft materials and equipment
- Certified (and recertification required) receiving procedures, shipping procedures, dangerous goods shipping, WHMIS and related MSDS documentation and forklift operations
- Proven ability to establish and maintain effective work relationships with all internal and external contacts
- Ability to lift parts that weigh between 30 - 50 lbs.
- Proficient in ECMS, Microsoft Office, and SAP

**Please submit Internal Application Form to:**

**Kim Warwick**

**Human Resources Consultant**

**E-Mail: [Kim.Warwick@mtucanada.com](mailto:Kim.Warwick@mtucanada.com)**

**No phone calls please.**