



JOB TITLE: Purchasing/Procurement Specialist
REPORTS TO: Director of Manufacturing

POSITION SUMMARY:

Glasair Aviation USA, an industry leader in light aircraft design, manufacture, and builder-assist programs, has an immediate opening for a Procurement Specialist. This position will report to the Director of Manufacturing and will be responsible for the order processing of goods and services for a varied range of commodities that support the business. Responsibilities include: purchase order management, contract management, vendor management, and coordination with Accounts Payable, Inventory & Receiving. The position interacts cross functionally within the organization and requires strong communication and prioritization skills.

RESPONSIBILITIES:

- Ensure the company's documented purchasing processes and policies are followed when sourcing and purchasing goods and services.
- Issue and manage purchase orders for approved requisitions and contracts, supporting a variety of departments.
- Request quotes to negotiate prices, terms, and delivery dates with suppliers.
- Expedite and track the delivery (and return) of open orders.
- Track, follow-up, correspond, revise, and resolve issues around goods or services to manage deliveries.
- Coordinate purchasing related questions between team members and Accounts Payable when necessary.
- Resolve invoicing issues in conjunction with Accounts Payable as they pertain to purchasing.
- Maintain detailed and organized purchasing files, including any correspondence, changes, or amendments.
- Proactively identify and communicate significant or unique requirements, special provisions, and terms and conditions with both internal and external stakeholders.
- Lead requests for proposals, quotes, proposal evaluations, source selections, file documentation, change management in accordance with company policy and procedures, applicable laws and regulations, and customer requirements.

QUALIFICATIONS:

- Prior purchasing experience as a Buyer, Buyer's agent, or Procurement Manager, with purchasing systems experience;
- Excellent written and oral communication skills, to both external and internal customers;
- Computer skills-Familiarity with Windows 10, file management, MS Office, e-mail, and MRP systems;
- Is a results driven, proactive and organized individual;
- Can work independently and within a team;
- Has the ability to pick up new tasks and learn quickly in a fast paced environment; and
- Understands when a sense of urgency is necessary while maintaining diplomacy, direction and focus.

ENVIRONMENT:

- Primarily indoor office environment, sitting at a desk, using a computer and telephone.
- May occasionally be exposed to fumes and fibers from the manufacturing floor.