

Materials Procurement/Purchasing Manager

Job Summary:

To plan, coordinate and manage the purchasing of raw materials, equipment, supplies and services for the business operation. Maximize buying power, decrease cost, maximize inventory turns, increase and maintain quality, and assure continuity of supply. Manage daily transactions while working on projects and process improvements with both internal and external team members.

Duties and Responsibilities:

- Act on all matters pertaining to schedules, status, and inventory. Translate, prepare and assign meaningful and functional productivity plans to meet established master schedules for customers.
- Establish and maintain sources of supply for raw materials and other supplies/services to support company quality and customer delivery needs.
- Assist in the calculation of detailed schedules for equipment, materials and manpower with respect to schedule needs versus resource capabilities.
- Work to control inventory levels and turns, cycle time, machine loads, and other aspects as required to meet schedules.
- Interface between customer and outside service providers (OSP) for prioritization of shop load to meet customer demands.
- Develop, plan and manage programs to meet purchasing commitments in sourcing.
- Establish performance goals and objectives for department employees; complete performance reviews.
- Responsibility for department safety and safety training.
- Develop cost savings and secondary sourcing initiatives.
- Prepare and issue Requests for Quotes (RFQs).
- Manage the complete purchasing and contract administration functions of low dollar / less complex hardware or services as required to meet program commitments.
- Collaborate with the General Manager in setting realistic and challenging operational goals.
- Determine measurement systems to be used (KPI's), inventory levels, schedules, and appropriate system changes.
- Provide training on material procedures and processes.

Qualifications / Requirements:

- Bachelor's degree from an accredited university or college or at least 10 years of experience in an aerospace manufacturing or sourcing role.
- Experience with ERP/MRP manufacturing systems including purchasing, inventory and scheduling modules (experience with Epicor ERP a big plus).
- The position is Full-Time, On-Site

- Ability to use Microsoft Office Tools effectively

Desired Characteristics:

- Ability to identify and implement process improvements and best practices
- Ability to coordinate multiple priorities at one time
- Ability to cope with multiple complex situations daily
- Strong negotiation skills
- Knowledge of shop operations, facilitations, production control, manufacturing or materials functions
- Strong analytical skills
- Demonstrated oral and written communication skills
- Strong interpersonal and leadership skills
- Understanding of AS9100 procurement requirements

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