
Summary

Job Title
Materials Procurement Specialist

Department
Parts

The **Materials Procurement Specialist** ensures that the supply chain needs and ongoing functionality of AirCorps Aviation's daily operations are met in a timely and cost effective manner. This position will review costs, develop relationships with vendors and suppliers, evaluate suppliers to find best deals and terms, and offer suggestions on purchasing strategies. This position will provide support to assist in preparation and analysis of vendor contracts and will work closely with all areas of AirCorps Aviation's operations.

The ideal candidate for the Materials Procurement Specialist position will be professional, disciplined, team oriented, and responsive to the needs of the company, colleagues, and customers with a strong background and interest in logistical support and supply chain management in support of aircraft and flight operations.

Reports To: **Inventory & Logistics Coordinator**

Responsibilities & Authorities:

- Works closely with project teams to understand details of procurement requirements.
- Works with suppliers and internal teams to determine appropriate product quality levels.
- Works closely with suppliers to communicate lead times, production issues, and availability of parts.
- Addresses product quality issues with supplier and shipping companies and takes corrective action to resolve issues.
- Completes and maintains all required paperwork, records, and documentation.
- Efficiently manages inventory levels to meet product demand and maximize company cash flow.
- Plans order quantities according to projected sales demand to minimize the risk of obsolete inventory.
- Monitors condition and acceptance of incoming deliveries and shipments.
- Verifies materials received are as ordered and routes incoming items to appropriate departments/locations.
- Inputs and updates all receiving data.
- Performs additional duties as assigned.

Key Responsibilities

RESULTS

Safety & Organization	40%
<ul style="list-style-type: none">• Follows and complies with all safety and work rules and regulations, including drug and alcohol testing policies.• Always correctly uses the proper personal protective equipment.• Maintains safe work habits and performs required safety training according to company procedures.• Aware of safety sensitive nature of our work and surroundings and actively contributes to avoiding potential hazards or dangerous situations for self and others.• Maintains an effective organizational system in the department.• Tracks time appropriately in Harvest and adds detailed descriptions.• Displays reliable attendance and schedules time-off with advance notice.	
Quality	35%
<ul style="list-style-type: none">• Works efficiently and independently with minimal supervision.• Works at a reasonable pace and within defined quality standards to ensure timely completion.• Adapts to changing tasks and project requirements on short notice.• Identifies and suggests ways for the company to improve the efficiency and quality of production.• Effectively assists with implementing and supporting improvements and change efforts.	
Technical & Systems Knowledge	25%
<ul style="list-style-type: none">• Uses computer-based and online software and systems daily.• Seeks out and uses technical resources in the appropriate format.• Proficiently uses company software to communicate project needs with other team members, maintain relevant compliance data, and monitor task completions.	

Total	100%
CORE VALUES	
Teamwork	20%
<ul style="list-style-type: none"> • Places the importance of the team's common goals above their individual achievement • Contributes to an environment of free flowing communication that helps us collaborate • Works well with others and supports the people on their team 	
Integrity	20%
<ul style="list-style-type: none"> • Does the right thing, even when no one is looking • Honors commitments and accepts responsibility for their actions • Demonstrates personal accountability to co-workers by fulfilling their role on the team 	
Excitement	20%
<ul style="list-style-type: none"> • Displays energy, passion, and enthusiasm for their work • Shows a strong desire to learn new things and improve their professional skill set • Seeks out and uses new technology or ideas to improve the effectiveness of their work 	
Stewardship	20%
<ul style="list-style-type: none"> • Embraces a responsibility to preserve history, honor veterans, and serve our community • Completes work in a responsive manner to ensure our customers receive reliable and dependable services • Focuses on customer-oriented actions that will build strong, long-term relationships 	
Quality	20%
<ul style="list-style-type: none"> • Does their part to maintain world class craftsmanship and service for our customers • Does not cut corners or take shortcuts; completes the job right the first time • Takes pride in their work and holds themselves to a very high standard of performance 	
Total	100%

Requirements

Qualifications:

- Be able to read, write, and speak English clearly.
- Bachelor's degree in business administration or supply chain management or equivalent.
- Excellent analytical skills. Ability to maintain detailed documentation and files.
- Strong organizational and time management skills with ability to correctly prioritize workload to maintain schedules, deadlines, and standards on assigned projects.
- Strong interpersonal skills and ability to provide excellent customer service.
- Impeccable problem-solving skills.
- Strong negotiation skills and purchasing experience to obtain best price, quality, shipping/delivery terms, and other various factors.
- Proficiency in written and verbal communication.
- Proficiency in Microsoft Office 365.
- Experience with JobBOSS software preferred.
- Experience in manufacturing or aviation industry preferred.
- Additional certification in the field of procurement preferred.
- Must be able to operate a variety of mechanical lifts.
- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift and pull objects weighing up to 50 pounds at a time.
- Must have visual acuity to inspect incoming packages and identify defects.