



EPIC AIRCRAFT JOB POSTING

Purchasing & Materials Coordinator

The Purchasing and Materials Coordinator will be responsible for order placement, supply and material replenishment and supplier performance. This position will implement improvement processes and systems to reduce inventory, minimize costs and maximize working capital. Tasks include projecting stock levels, controlling the purchasing budget, monitoring the timeliness of deliveries, ensuring the adequate supply of all required materials, components and equipment, delivering cost savings for the company, managing supplier relationships including price negotiation, helping to source alternative items for buyers and customers, resolving disputes and claims with vendors and suppliers, maintaining current and accurate supplier programs, developing new relationships with distributors, and working to create and promote a safe environment. Additionally, this position will write and maintain accurate written procedures for all main inventory control processes and functions. This position requires moving throughout the shop floor 6 - 7 hours a day pulling orders, checking in materials, and issuing parts to the floor. Some overtime and weekend hours may be needed.

Job Duties:

- Projecting stock levels, budgeting, monitor deliveries, ensuring the adequate supply of all required materials, components and equipment
- Managing supplier relationships including price negotiation
- Source alternative items for buyers and customers
- Resolving disputes and claims with vendors and suppliers
- Developing new relationships with distributors
- Write and maintain accurate written procedures for all main inventory control processes and functions
- Pulling orders, checking in materials, and issuing parts to the floor

Job Requirements:

- 4-5 years of Purchasing experience in an Aerospace environment
- Routinely move throughout the shop floor
- Some overtime and weekend hours as needed
- Possess excellent verbal and written communication skills
- Possess excellent personal organization and business administration skills
- Possess the ability to work productively, efficiently & effectively with initiative and drive under tight deadlines and pressure while maintaining attention to detail and quality.
- Possess the willingness to learn, improve and adapt.
- Possess relevant skills in basic MS Office applications - Outlook, Excel & Word