

JOB OPENING

Position Title: Director of Supply Chain Department: Purchasing
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POSITION SUMMARY & FUNCTIONS:

The Purchasing Manager will collaborate with internal departments and vendors/suppliers to ensure parts procurement for all maintenance requirements, restocking orders and forecasted future needs, vendor negotiations and interface. This role will be instrumental in supply chain integration and/or continuous improvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Purchase material and subcontract services based on the production schedule as well as related meetings such as production and cost estimate meetings.
- Responsible for creating competitive Requests for Quote (RFQ) and negotiate prices with vendors to obtain the best available prices while maintaining configuration, quality, and delivery requirements.
- Lead and manage the Purchasing & Outside Vendor/Repair team to meet operational deadlines, supply chain improvement, and customer satisfaction.
- Ensure orders are processed correctly in the system to ensure costs are allocated to the correct work order and that all associated costs are billed accordingly.
- Ensure parts are delivered and subcontract services are completed in a timely manner to meet schedule requirements as well as quality and life limits.
- Prepare Daily Activity Report identifying cost-saving, buyer activity, vendor activity, etc.
- Continually assess operational needs to optimize the purchasing and logistics processes through identifying cost reduction opportunities.
- Qualify and approve vendors as determined by the need to increase competition, improve the quality of the product, or improve lead times using selected quality criteria.
- Prepare cost estimates in accordance with established processes and procedures. Complete the reconciliations on a weekly basis as well as final reconciliations for jobs that are released to ship.
- Represent Company on warranty issues to ensure proper economic consideration on all purchase orders.
- Negotiate with vendors for rebates.
- Provide support to the Director of Purchasing as needed.
- Additional duties and responsibilities as assigned.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in related field and a minimum 10 years' experience in Aviation purchasing, procurement and inventory control or equivalent combination of education and experience.
- Experience in Quantum strongly desired.
- Bilingual - Spanish/English a plus.
- Working knowledge of Microsoft Office such as Outlook, Excel & Word.

OTHER COMPETENCIES:

- Ability to solve problems and thrive in a fast-paced environment
- Work with minimal supervision
- Detail Oriented
- Team Player
- Excellent verbal and written communication skills
- Ability to exercise independent judgment

WORK ENVIRONMENT:

- While performing the duties of this job, the employee is occasionally required to stand, walk, sit, and reach.

TRAVEL:

- Travel will be minimal but may be required from time to time and will be performed in accordance with Turbopower's travel policies.

Basic Schedule:

7:00 am - 3:30 pm Monday - Friday, additional time as needed.

Equal Opportunity Employer - Vet/Disability - Drug-Free Workplace

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