

Shop Buyer

The Precision Aircraft Solutions team is seeking to hire a Shop Buyer. The Shop Buyer will be a member of the Purchasing Team and will work directly with the Purchasing Supervisor as well as the Manufacturing and Assembly shop. Direct Manager will be the Purchasing Supervisor; however, the Shop Buyer must be flexible and willing to accept tasks as needed from the other PML departments. The Shop Buyer position will primarily focus on all purchasing that occurs to maintain a well-functioning Manufacturing and Assembly Shop.

JOB DUTIES AND RESPONSIBILITIES:

- Monitor and manage inventory and purchasing of shop supplies, tools, and hardware
- Manage VMI levels and cost
- Meet with VMI vendors to maintain assurance production line will have zero stoppages due to shortages
- Quote and monitor status of Outside Processing for the Manufacturing shop
- Monitor and manage inventory and purchasing of raw material for Manufacturing shop
- Assist in coordinating shortages with Assembly shop
- Manage, or create, reporting metrics to monitor inventory levels and purchasing forecasts
- Assist the team in any other tasks that will be assigned from Managers

REQUIRED SKILLS AND EXPERIENCE:

- Minimum of 1 year of Buying/Purchasing or Materials Management experience
- Self-motivated, energetic, dependable, honest, and thorough
- Understanding of LEAN concepts and Theory of Constraints
- Strong planning, organization, analytic, communication, and networking skills
- Team attitude; eager to cooperate and assist with other departments
- Exceptional interpersonal communication skills
- Ability to handle multiple responsibilities and tasks on a regular basis and shift focus as needed
- Competent with software and tools such as: Microsoft Dynamics Great Plains (GP) or similar MRP system, Microsoft Office
- Strong Microsoft Excel skills
- Ability to lift up to 50lbs and stand for extended periods of time

TO APPLY: Please email your resume to [hiring@precisionaircraft.com](mailto: hiring@precisionaircraft.com) for consideration or apply for the position on Indeed.