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DEPARTMENT:
REPORTS TO:

1.0 POSITION SUMMARY:

Habco Industries is a key provider of products and services that serve the Aerospace Industry. With 4 separate business units, Habco has customers that span both fixed and rotary winged aircraft as well as commercial and military applications. Habco’s customers range from the largest aerospace OEMs in the world to end users of the aircraft as well as maintainers and overhaul and repair operations. Habco is a Lean focused, rapidly growing company that started in 1970 and has doubled in size in the last four years. It is a faced paced environment with a “work hard, play hard” mentality.

This position is responsible for purchasing product to support customer orders. This would include functions such as negotiating pricing, selecting appropriate sources to procure, placing orders, following up on orders, and working with internal customers to ensure they are well served.

The responsibility of this position is managing specialized work efficiently, with confidence and competence and requires above average attention to details, concern for the exact correctness of work, and strong commitment to tasks completed on time. The person in this position will take work seriously, has a strong sense of duty, and is disciplined.


A somewhat faster-than-average pace will be the norm for this position. Detailed, specialized work is the major focus. The person in this position will require clearly defined work, responsibilities, and reporting relationships, ongoing and thorough training opportunities to develop expertise and increase confidence, and frequently expressed appreciation of the person’s competence, conscientiousness, and loyalty.

The position will provide security in a stable work environment, allowing the person to plan for, focus on and complete tasks on hand. When changes in the nature of the work occur, the person in this position will need direction, training and support.

The position will generally be task oriented, requiring someone with a conservative, careful, and cautious approach to work.

Habco is an equal employment opportunity and affirmative action employer.

All candidates must be a U.S. Citizen or currently have a Green Card to be eligible to work in our ITAR environment.

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2.0 PRIMARY RESPONSIBILITIES / DUTIES:

- Prepare purchase requisitions, negotiate, and issue purchase orders in accordance with company policy and negotiated terms and conditions
- Assist in evaluating and approving new suppliers
- Develop an efficient and accurate system for monitoring all open purchase orders
- Monitor and improves supplier delivery performance
- Work closely with all departments -in particular operations, sales, quality and engineering - to ensure accurate and timely response to internal and external customers
- Manages current and future demand requirements with manufacturing and supplier capabilities/capacities to ensure completion of customer requirements
- Analyzes data, including enterprise requirements planning information to recommend actions to ensure plant/product line optimal supply chain execution
- Assist in developing and monitoring purchasing policies and procedures
- Work to achieve appropriate KPIs
- Build and develop relationships with key suppliers
- Identify and develop training opportunities
- Discuss and assist in disposition of defective or unacceptable product
- Ensure compliance with site and company requirements for safety

3.0 MINIMUM QUALIFICATIONS:

(All qualified candidates MUST meet All of these Minimum Qualifications with No exceptions.)

- Minimum 2 years purchasing experience in a manufacturing environment.
- Associate's Degree or H.S. Diploma (GED) with 3+ years of relevant procurement experience in the aerospace industry.
- This position requires use of information which is subject to the International Traffic in Arms Regulations (ITAR). All accepted applications must be U.S. Persons as defined by ITAR (U.S. citizen, U.S. Permanent Resident, Political Asylee, or Refugee).
- Ability to read blueprints

4.0 PREFERRED QUALIFICATIONS:

- Minimum of 5 years purchasing in an aerospace manufacturing environment
- Experience in use of Epicor ERP
- Bachelor's Degree from an accredited institution
- CPM/APICS or equivalent certification
- Use of and deployment of Kanban
- Use of and deployment of electronic purchasing systems, VMI, and consignment
- Aerospace, hydraulic, pneumatic and/or machined parts manufacturing, engineering, cost, and/or procurement requirements knowledge/experience
- Familiarity/experience with lean manufacturing, Kaizen events, and continuous improvement techniques (i.e. RCCA, Six Sigma methodology), a plus
- Working knowledge of ISO-9001, AS9100

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5.0 COMPETENCIES:

- **Project execution:** Driving the procurement process by executing projects to a successful conclusion.
- **Relationship management:** The ability to leverage interpersonal skills to establish rapport and develop relationships with all key stakeholders: suppliers, customers & colleagues.
- **Negotiation skills:** The ability to persuade, influence and explore positions and alternatives to reach outcomes that will gain acceptance of all parties and will also meet your organization’s strategic procurement objectives.
- **Analytical skills:** The ability to visualize, articulate, and solve both complex and uncomplicated problems and concepts and make decisions that make sense based on all available information. Particularly important in the selection of vendors.
- **Results focused:** The ability and drive for achieving and surpassing targets against an internal or external standards of excellence. This is about showing a passion for improving the delivery of services with a commitment to continuous improvement in your procurement process.
- **Professionalism:** The ability to think carefully about the likely effects on others of your words, actions, appearance, and mode of behavior. The consummate professional selects the words and actions most likely to have the desired effect on the group or individual in question.

6.0 OTHER: JOB CHARACTERISTICS

The successful candidate will thrive in an environment described below:

Pace and Variety of Activities

- Unambiguous work direction
- Completing tasks from start to finish
- Concern for getting work done on time and correctly

Focus

- Extremely task-oriented.
- High standards of quality and accuracy

Decision-Making

- Adhering to established guidelines and procedures
- Requires high degree of information gathering before making decision
- Must be comfortable in making decisions in area of specialty or expertise

Communication and Collaboration

- Reserved, factual, formal and sincere communication
- Look to management for direction in areas outside of expertise

Delegation and Leadership Style

- Strong follow-through on delegated tasks and assignments
- Following established policies and procedures and expects other to do the same
- Leads by example: is the technical expert in the area and does work required of subordinates

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