

JOB DESCRIPTION

Aquiline Drones (AD) seeks to fill the role of Procurement Specialist at its downtown Hartford drone production facility. This position will be responsible for overseeing the purchasing of parts and services for production of drones. In the present role, the Procurement Specialist will report directly to the Procurement Engineer.

The main role of the PS is to support the Procurement Engineer. The PS will have detailed knowledge about the equipment, materials and supplies used in the industry and the companies that sell them. The PS will be responsible for evaluating suppliers and subcontractors, negotiating the best price, stipulating purchase agreements and ensuring purchased goods and services are delivered as promised and on time.

The candidate sought must excel in a fast-paced drone production environment and be able to quickly learn the technical nature of AD's product portfolio and understand the needs of AD's rapidly growing customer base.

DUTIES AND RESPONSIBILITIES

- Procuring parts and services to ensure quick fulfillment of product orders
- Knowledge of turnaround times and limitations of vendors to assure parts and services are delivered on time
- Researching vendors and suppliers to ensure both high quality and fiscal responsibility
- Negotiate prices of raw material
- Implement inventory levels and on hand need
- Evaluate incoming product orders to ensure raw material levels
- Quality control of purchased goods and services
- Cross-training will be expected

COMPETIENCIES

- Excellent leadership skills, including the abilities to set goals, motivate and manage conflict
- Effective communication skills, including writing, speaking and active listening
- Great interpersonal skills
- Good project management skills, including strong decision-making, problem-solving and strategic planning abilities
- Exceptional time management and organization skills
- In-depth understanding of industry and company best practices for quality in the manufacturing process
- Familiarity with bookkeeping, inventory control practices and logistics
- Comfortable using quality management software and other organizational computer applications (ex. Oracle and SAP)
- Physical strength, stamina and the ability to walk or stand for long periods of time

SUPERVISORY DUTIES

None

WORK ENVIRONMENT

This job operates in a professional office environment and routinely uses standard office equipment. The role of Procurement Specialist requires physical strength and the ability to walk or stand for long periods of time. It includes standard office functions such as moving files, opening filing cabinets and bending or standing, as necessary. Traveling may be required for this position up to 20% of the time. This position requires the direct supervision of others.