



Procurement specialist

Job Description

Procurement specialist

At **Orbit Advanced Technologies, Inc., (OATI)**, a division of **MVG**, we strive to deliver the most advanced antenna and RCS measurement facilities to the U.S. aerospace and defense industry. OATI is seeking driven individuals who excel in fast-paced environments, moving novel concepts from inception to commissioning. We welcome candidates who will bring commitment and motivation into our tight knit team, helping us shape the future.

The **Procurement Specialist** provides end user support for the procurement of goods and services, ensuring that end users are buying from the right suppliers and when those goods and services are not available via our established agreements, identifies and sources from new suppliers to fill those needs. While the procurement specialist will take direction and lead from the Procurement Manager they will need to work autonomously with internal project managers and external suppliers/vendors to complete projects. The Procurement Specialist also plays a pivotal role in identifying the root cause of process and system issues and bringing them to resolution. The procurement specialist will work closely with engineering, quality personnel, AP, finance, and other functional areas inside of OATI.

Responsibilities

- Assist the Sales team on pre-contract budgeting and quoting
- Assist in driving the completion of supplier contracts from the initial sale to SOW development and through to work completion
- Work with the engineering and program management teams on creating key billing milestones for all large value supplier contracts
- Cultivate and maintain strong relationships with key suppliers while actively seeking out and vetting potential new vendors to diversify OATI's supplier base
- Consult on and contribute to process improvement measures with the Procurement Manager
- Negotiate with key suppliers to reduce pricing for the organization while maintaining quality
- Interface with SAP for weekly purchase order reporting and tracking
- Monitor program schedules and major delivery deadlines to plan procurement activities accurately
- Process high dollar value requisitions and monitor PO statuses in SAP
- Act as a liaison in resolving critical issues between end users and suppliers due to delays and logistics
- Track and report vendor KPIs to the procurement manager

Qualifications

- Bachelor's Degree (Business, Supply Chain or related discipline a plus)
- 3-5 years professional experience in a business environment
- Ability to demonstrate a high degree of initiative and ability to work independently
- Excellent oral and written communication and interpersonal skills for vendor negotiations
- Advanced Excel skills including PivotTables, VLOOKUP, Data Tables/Reporting etc.
- Ability to quickly adapt to new technology (experience with SAP a plus)

If you are interested in this opportunity, send a Word or PDF version of your resume to:
JosephM@orbitfr.com or call me at 267.615.9234

ORBIT ADVANCED TECHNOLOGIES, INC.
MVG

650 Louis Drive, Suite 100,
Warminster, PA 18974
Phone : 215-674-5100 Fax: 215-674-5108

www.mvg-world.com

