

Aero Components, LLC, founded in 1978, is an OEM approved, full service manufacturer of complex bonded and composite assemblies. Our motto is Always Committed to Improvement. This core belief and operating philosophy is instilled in all of our team members so everyone feels empowered to perform their operation to the utmost quality standard.

We are currently looking to add a Procurement Specialist to the team due to growth! Our office hours are Monday – Friday from 7:00 am – 3:30 pm.

Essential Responsibilities:

- Sourcing and procurement
- Manage suppliers and maintain relationships
- Provide regular reports to the Supply Chain Manager
- Manage life cycle of purchase orders
- Inventory control
- Effective communication amongst multiple departments
- Ensure purchase orders are placed in a timely manner

Qualifications:

- Knowledge of:
 - Aerospace supply chain operations
 - Aerospace manufacturing and quality processes
 - Aerospace adhesive bonding and composite processes
 - FAR/DFAR Knowledge preferred
- Experience with:
 - Government Contracts
- Proficiency in:
 - Job BOSS ERP or similar ERP system
 - Microsoft Office suite & Microsoft Applications
- Ability to learn on the job and in a fast-paced environment
- Must be US Persons

Experience:

- 3-5 years prior procurement experience
 - Aerospace manufacturing preferred

Education

- Bachelor's degree in Aviation, Business, or related field
 - Will substitute years of experience for degree

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Aero Components is registered with the U.S. State Department's Directorate of Defense Trade Controls (DDTC) and complies with requirements under the International Traffic in Arms Regulations (ITAR).