

Purchasing Agent

A Commercial Aircraft Spare Parts Supplier (AGS) with its headquarters at Gaithersburg, MD is looking for a well qualified and experienced Aviation Professional to fill the post of Purchasing Agent.

Summary

Compiles information and records to prepare purchase orders for procurement of material by performing the following duties.

Candidates must have previous aviation experience

Essential Duties and Responsibilities include but not limited to the following.

- Verifies nomenclature and specifications of purchase requests.
- Searches inventory records or warehouse to determine if material on hand is in sufficient quantity.
- Consults catalogs and interviews suppliers to obtain prices and specifications.
- Writes or types purchase order and sends copy to supplier and department originating request.
- Compiles records of items purchased or transferred between departments, prices, deliveries, and inventories.
- Computes total cost of items purchased.
- Confers with suppliers concerning late deliveries.
- Compares prices, specifications, and delivery dates and awards contract to bidders or places orders with suppliers.
- Verifies bills from suppliers with bids and purchase orders and approves bills for payment.

Application Process:

Please email your resume to kathyd@agsusa.com, Attention: Kathleen Dean, Manager, Human Resources