



**Job Title:** Buyer / Purchasing Agent

**Location:** Oklahoma City, OK

**Terms:** Full-Time

**About OMADA International OKC:**

World-class precision manufacturing organization of state-of-the-art, technical aerospace components and assemblies for the defense, commercial and business jet sectors seeking highly-motivated and talented people to join a winning TEAM. We produce the highest quality products for our customers going into the most technologically advanced aircraft utilizing the brightest minds, technology, TEAM mentality and concepts combined with the latest and greatest in programming and manufacturing equipment.

We are currently seeking qualified, self-starting, driven and highly motivated individuals capable of passing background and drug screen for the following position:

**About the Role:**

The qualified candidate should be experienced in the procurement of raw materials, hardware, shelf-life items, special processes, and consumables for the aerospace industry. This position will be responsible for TEAM contribution, monitoring the ERP / MRP system for purchase requirements, and developing a close working relationship with our supply base. This position will work in a cross functional role supporting the various other departments to ensure maximum uptime of the production facility through accurate and on time purchases meeting the programs requirements. This proper candidate will be enthusiastic, outgoing, and energetic.

**Required Skills:**

- Use of ERP / MRP systems (EPICOR knowledge is a +)
- Ability to understand technical requirements, and a willingness to ask when you don't know.
- Experience in a manufacturing environment
- Familiar with AS9100 / ISO 9001 requirements
- Ability to demonstrate organizational time management and decision-making skills
- Ability to manage oneself in an ever-changing priority atmosphere
- Strong Communication and Interpersonal skills
- Have a customer service-oriented demeanor to support our customers, and the production and leadership TEAMS
- The ability to become part of the TEAM by being part of the TEAM
- Maintain a professional courteous manner with all vendors, contractors, and fellow employees.
- Willingness to learn, grow and develop new skills

**Essential Duties and Responsibilities:**

- Initiation of purchase orders and amendments of purchase orders for raw materials, special processing, hardware, shelf-life items, and consumables
- Review of completed jobs signed off and ready for outside special processing.



- Working with Quality Assurance and Engineering to ensure the requirements are understood, flowed down to the supply base, and adhered to
- Working with Quality Assurance and Engineering and the outside vendor when there is a change, development, or nonconformance issue.
- Negotiating of Price, and Lead-Time for purchases to be made
- Maintain and update the ERP / MRP system with Lead Times, Promise Dates, and other information needed to reduce tribal knowledge.
- Secure valid pricing through the quoting process for new product needs and market price fluctuations
- College degree preferred or High School graduate + 2 years' experience is acceptable.

**Work Authorization / Security Clearance:**

All applicants and employees are required to adhere to the International Traffic in Arms Regulations (ITAR) regulations that dictate information and material pertaining to defense and military related technologies and may only be accessed and shared with "US Persons" as defined in these regulations. By definition, a "US Person" can be a US citizen; a lawful permanent legal resident or an individual who has been admitted as a refugee or granted asylum.

**Physical Requirements:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.
- While performing the duties of the job, the employee is required to stand; walk; sit; use hands/fingers to handle/feel; reach with hands and arms; climb; balance; stoop; kneel; crouch; crawl; reach; pull; balance; carry; handle. The employee must occasionally lift or move up to 50 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Ability to walk and stand on concrete surfaces for significant amount of time during workday.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Principals only. Recruiters, please do not contact us. Do NOT contact us with unsolicited services or offers.