

# ACCEPTING RESUMES FOR:

## OPC Senior Buyer

### Overview of Duties

- Responsible for the procurement of materials and services for OPC in accordance with Company and Government policies and procedures at the best possible negotiated terms for price, quality, and delivery.
- Manage a robust and reliable supply chain for purchased material and contracted services to include the documentation and control of the requisition, quote process, and issuance of purchase orders.
- Source and procure high value material, supplies, and supplies for approved requisitions to obtain the best overall value that meets the contractual requirements.
- Execute and manage all procurement orders for assigned area until closeout of the orders. Follow Company and Government procurement policies that achieve best value in accordance with the FAR, HAS, CPSR, OPC Contract Requirements, and ITAR as applicable.
- Facilitate meetings with suppliers as needed to include staff from various areas of the Company as needed. Identify, plan, execute, and measure Cost Initiatives.
- Mentor, lead, and aid in the development of the procurement buyers.
- Work independently and within a team on special nonrecurring and ongoing projects exercising diplomacy and tact. Ability to identify problems and provide solutions.
- Regular attendance at work and the ability to work flexible hours, including overtime, weekends, and holidays.

### Qualifications

- Requires the ability to obtain and maintain a SECRET security clearance.
- Bachelor degree in Business with studies in Supply Chain Management, Operations, Logistics or similar discipline, with 5+ years' experience in Purchasing, Sourcing, and/or Manufacturing Planning desired. Prior experience with Govt. Program procurement, to include a working knowledge of FAR/DFAR and DoD or DHS policies highly desired. An equivalent combination of education and experience may be considered.
- Requires knowledge of sourcing and procurement techniques.
- Must be experienced in purchasing and contract negotiations.
- Working experience in a construction environment desired.
- Intermediate level Microsoft Word, Excel, and Outlook experience required.
- Ability to rapidly obtain, sort, filter, and analyze large volumes of data for distillation into high-level reports.
- Ability to read and interpret documents such as professional documents, insurance plans, Company policies, procedures and Govt. regulations.
- Requires excellent written, oral, and presentation/ communication skills and the ability to effectively present information and respond to questions from senior management, employees, govt. officials, and the public.

*Eastern offers a competitive salary and benefits package including 401(k) and Company Paid Health, Dental, & Life Insurance. Eastern proudly honors American's Veterans for their service to our country and encourages all veterans to apply at our organization. For consideration, qualified applicants may apply in confidence at:*

[www.easternshipbuilding.com](http://www.easternshipbuilding.com)

*or in person at:*

*Eastern Shipbuilding Group, Inc. - Human Resources  
13300 Allanton Road, Panama City, FL 32404 or  
134 S. East Ave., Panama City, FL 32401  
Phone: (850) 588-3946*

*Eastern Shipbuilding Group Inc. is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, disability status or any other status or characteristic protected under applicable federal, state, or local laws. Pre-employment drug testing and physical required.*



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