

OPC Buyer

Job Summary

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.

Job Duties

Source and procure material, supplies, and services 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. Maintain accurate status on open procurement orders for assigned area. Work independently and within a team on special nonrecurring and ongoing projects exercising diplomacy and tact. Ability to identify problems and provide solutions.

Duration: More than 150-days

Hours Per Week: 40+

Pay Range: Salary commensurate with skills and experience

Qualifications

Education/Experience: Bachelor's degree in Business with studies in Supply Chain Management, Operations, Logistics or similar discipline, plus a minimum of three years of experience in purchasing, sourcing, and/or manufacturing planning desired. Prior experience with Government 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.

Skills: Intermediate level Microsoft Word, Excel, and Outlook Express. 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 safety rules, professional documents, Company policies, procedures and Governmental regulations. Requires excellent written, oral, and presentation/communication skills. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to work under minimal supervision. Requires the ability to effectively present information and respond to questions from senior management, employees, government officials, and the public.

Employer Benefits

Company paid health, dental, and life insurance; other benefits include vision, disability, accident, cancer, and life insurance, pre-paid legal, paid vacation and holiday pay.

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disability status or any other status or characteristic protected under applicable federal, state, or local laws. Pre-employment drug testing and physical required. For consideration, qualified applicants may apply in confidence at:

www.easternshipbuilding.com

Apply

Eastern Shipbuilding Group, Inc. - Human Resources
13300 Allanton Road, Panama City, FL 32404 or
134 S. East Ave., Panama City, FL 32401
HR@easternshipbuilding.com



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