



PCI Manufacturing Open Until Filled

Buyer I

The Buyer I sources and purchases parts and components in support of awarded contracts necessary for internet sales and operations at PCI Manufacturing LLC (PCIM). Compiles and analyzes statistical data to determine feasibility of purchase and establishes price objectives which maximize profits. Confers with suppliers and conducts market analysis' to best determine factors which affect price-point and lowest cost consistent with quality and reliability. Reviews proposals, negotiates prices, selects or recommends sources of supply, analyzes trends, follows up orders placed, verifies delivery, reviews payments, and maintains records.

Reporting Relationship

The Buyer I shall report directly to the Director of Sales.

Duties and Responsibilities

- Primary responsibility is to perform day-to-day monitoring and coordination of purchasing activities necessary for PCIM to meet required contract deliverables on the internet sales side of operations.
- Searches and recruits job opportunities via internet sales methods.
- Reviews discrepancies in data received, requests clarification or advises supervisor of issues related to data.
- Works hand-in-hand with the Strategic Sourcing Specialist as a cooperative unit.
- Works closely with Purchasing & Estimating to set up and maintain job specific files.
- Assists Director of Sales, and other staff as needed with administrative duties.
- Assists with maintaining PCIM vendor list database.
- Compiles information necessary to stay abreast of price trends and manufacturing processes.
- Interpret and understand PCIM contracts, project deliverables, and enacts plans for meeting goals.
- Responsible for helping to establish all new vendor accounts associated with internet sales.
- Responsible for processing all work orders to be performed by Production Teams.
- Will maintain all office records and documents digitally and physically.
- Assists with the preparation of all applicable reports and documentation in an accurate and timely manner.
- Maintains a professional appearance.
- Reports to work with a professional appearance, and with the persistence to conduct business in a professional manner as a representative of PCIM.



100 Brookwood Rd
Atmore, AL 35602
creekindianenterprises.org

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- Responsible for maintaining the general ledger for Purchasing.
- Performs data entry, utilizing Microsoft Office software to update and maintain appropriate data.
- Maintains inventory for safety supplies as needed.
- Communicates effectively with the Purchasing/Materials Manager to complete assigned tasks.
- Performs other duties as assigned by management as needed.

Qualifications

- High School diploma or GED required.
- Two (2) years purchasing experience in U.S Government and/or Federal contracting is required.
- Experience and/or general understanding of FAR/DFARS (Federal Acquisition Regulation/Defense Federal Acquisition Regulation Supplement) with the ability to demonstrate practical skills required.
- Experience working with ERP/MRP (Enterprise Resource Management/Material Requirements Planning) software preferred though must possess the ability to promptly learn skills required to work in a day-to-day ERP/MRP established operation.
- Must be able to maintain a high level of confidentiality and professionalism within a CMMC (Cybersecurity Maturity Model Certification), NIST (National Institute of Standards and Technology), and ITAR (International Traffic in Arms Regulations) secure work setting.
- Two (2) years experience in computer technology preferred.
- Must have general knowledge and awareness to read and interpret drawings and blueprint specifications.
- Must have working knowledge of computers with ability to work in a Windows environment with various software programs such as MS Office.
- Demonstrated ability to communicate effectively; must be able to communicate with employees, the general public, vendors and customers, and all levels of management, while maintaining professionalism and respect.
- Must possess ability to understand and carry out oral and written instructions.
- Able to acquire and maintain proficiency and understanding of Department of Defense, Prime and other government/commercial contracts, and bidding specifications.
- Must be well organized, self-motivated with excellent attention to detail and ability to coordinate various projects, and exhibit enthusiasm for challenge and new initiatives.
- Must possess and maintain a valid state driver's license.
- Ability to comply with all other requirements as specified within the management level CIEDA Personnel Policies and Procedures.



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Physical Requirements

The physical demands described herein are representative of those which must be met by an employee to successfully perform the essential functions of the job. Employees must possess the ability to work in a standard office or conference room setting and use standard office equipment, including a computer.

To visit other company sites, employees must be able to operate a motor vehicle and fly in an aircraft, both of which may require sitting for prolonged periods of time. Employees must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Standing in work areas and walking between work areas will be required. This position requires an employee to occasionally bend, stoop, kneel, crouch, crawl, climb or balance; reach, push, and pull drawers and doors open and closed. The employee must occasionally lift and/or move up to 20 pounds.

PCI Manufacturing LLC (PCIM) is an equal opportunity employer. PCIM does not discriminate on the basis of age, sex, race, national origin, religion, marital status, sexual orientation or identity, or disability.

*Preference may be extended to qualified Native American Indian candidates.
in accordance with applicable federal law.*



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