



San Antonio, TX Office **Open: Until Filled**

### **BUYER/PLANNER**

We currently have an opportunity in our San Antonio, Texas office for the role of Buyer/Planner.

### **REPORTING RELATIONSHIP**

The Buyer/Planner shall report directly to Director of Operations at PCI Aviation, San Antonio office.

### **CLASSIFICATION/SALARY RANGE**

This Full Time position is classified as exempt with a salary range commensurate with experience and educational background.

### **DUTIES AND RESPONSIBILITIES**

- Obtaining quotes for employees or contractors as needed
- Evaluating bids and negotiating prices and terms for purchased goods and services at the most favorable terms for the company
- Placing orders for product components, materials, services and supplies
- Monitoring and maintaining vendor records with special attention to pricing, usage rates, lead times, vendor performance, and defective products
- Analyzing backlog daily to ensure parts will be shipped on-time and provide appropriate follow up and shipping information to the manufacturing department
- Identifying and qualifying new suppliers throughout requirements planning activities
- Creating and issuing RFIs, RFQs, and RFPs as required
- Planning and scheduling one or more manufacturing workloads taking into account equipment lead time
- Other duties as assigned

### **QUALIFICATIONS**

- Must be a self-starter, work independently, and exercise judgment in dealing with highly confidential information
- Bachelor's degree preferred
- Two (2) years' experience in purchasing and/or supply chain and planning
- Experience with Deltek CostPoint is preferred
- Must have strong oral communication and organizational skills
- Must be able to multi task and prioritize work in a fast-paced environment
- Must have intermediate experience with Microsoft office i.e. Outlook, Word, Excel, and PowerPoint.
- Must possess a valid driver's license

**C.I.E.D.A. HR Department 100 Brookwood Road, Atmore, AL 36502**

**Phone: (251) 368-0819 Fax: (251) 446-7018 Office Hrs. 7:30 am – 4:00 pm**

Apply online [www.pciaviation.com](http://www.pciaviation.com) or [www.CIEJobs.com](http://www.CIEJobs.com) Email: [HR@pcicie.com](mailto:HR@pcicie.com)

***Complaints about the recruitment or selection process for employment should be directed in writing to the office of the President/CEO of PCI Aviation.***