

## **Purchasing Agent**

Zepher, Inc is an innovative and rapidly growing contract manufacturing company located in the Columbia River Gorge that provides cutting edge technical products to aerospace, military and commercial customers. We have invested in new facilities, state of the art equipment, and highly qualified, motivated people to expand our manufacturing capabilities and better meet our customer's needs for high quality products, produced under tight timelines. We are currently seeking an experienced Purchasing Agent to contribute to the overall success of the company by engaging our supply chain to procure materials and services used to execute complex technical manufacturing projects. The Purchasing Agent will play a critical role in executing Zepher's mission to deliver high quality products, on time and on budget, as the company continues to build capacity and expand its customer base. Successful candidates for this position will be familiar with aerospace, government and defense contracting requirements, comfortable with tackling complex, unstructured challenges, and enthusiastic about working on a collaborative, solutions oriented team. This is an excellent opportunity to join our successful, growing company. Zepher offers a great work environment that supports innovation and team development, and is committed to continuous improvement, personal integrity and outstanding customer service.

**Essential Job Functions:** Reporting directly to the Purchasing Manager, the Purchasing Agent may:

- Source suppliers of materials, equipment, supplies, or services and interview as necessary to determine product availability and terms of sale.
- Manage relationships with suppliers to maintain quality of goods, timely delivery and compliance to terms of contracts.
- Prepare purchase orders by verifying specifications and price.
- Maintain and review planning sheets and other records of items purchased, costs, delivery, product performance, and inventories, and update as necessary throughout the purchasing process.
- Evaluate and monitor contract performance to ensure compliance with contractual obligations and to determine need for changes.
- Monitor shipments to ensure timely delivery of products, and relay receiving info to production operations.
- Work with Production Operations, Quality, and suppliers to discuss defective or unacceptable goods or services to determine best action.
- Negotiate/renege and administer contracts with suppliers, suppliers, and other representatives.
- Research and evaluate potential new sources of supplied materials and services.
- Work with the Purchasing Manager and the Quality Manager to develop and implement purchasing and contract management work instructions, policies, and procedures.
- Maintain inventory records and perform inventory cycle counts and physical inventory.
- Administer on-line purchasing systems.
- Update job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks and participating in professional organizations.
- Follow processes to ensure compliance with company policies/procedures, and continual process improvement.
- Complete training on relevant quality procedures and understand his/her contribution to the achievement of company quality objectives.
- Other duties as assigned.

**Key Applicant Attributes:**

- **Industry Knowledge**-Possess strong understanding of procurement best practices, particularly in aerospace and government contract work; monitor updates and trends and use industry knowledge to advance the organization.

- **Understand Manufacturing Production and Processing**- Knowledge of production processes, quality control, and costs to maximize the effective manufacture and distribution of products.
- **Problem Solving and Decision Making**-Ability to identify problems, compile information to solve them, act decisively and show good judgment.
- **Organizing and Planning**- Possess strong organizing and planning skills, manage time, effectively prioritize multiple tasks to maximize efficiency and productivity.
- **High Standards**- Ability to establish and maintain standards and attention to detail that guarantee quality and continuous improvement.
- **Initiative**- Ability to be proactive, see what needs to be done, and make things happen; take personal responsibility to act.
- **Effective Communication**-Ability to clearly articulate information through conversation, phone calls, email, written reports and other documents.
- **Team Player**- Ability to understand their role within the larger company structure and effectively communicate and collaborate with other members of the organization.
- **Results Orientation**-Ability to maintain focus on short and long-term goals, value outcomes and produce results.
- **Learning Agility**-Ability to learn quickly and use new information effectively.

#### **Qualifications:**

- Bachelor's degree in related field required.
- 5 or more years of experience in a purchasing position. Strong preference for candidates with aerospace and defense industry experience.
- Certified Supply Chain Professional preferred.
- Understanding of AS9100 Quality Standards and requirements.
- Advanced interpersonal skills, along with the ability to communicate effectively and maintain credibility with customers, suppliers, and across all levels in the business.
- Superior problem solving and analytical skills; demonstrated passion for solving problems and operational excellence.
- Strong writing, organizational and communication skills.
- High level of proficiency with technology; including Microsoft Office (Excel), ERP/MRP systems (Sage), and SharePoint, in a manufacturing environment.
- Physical activities can include standing, walking, lifting, pushing or carrying heavy objects, sitting for long periods of time, keyboarding, computer and desk work.

**To apply for this position please submit your resume and cover letter. Please format all responses in Microsoft Word.**

Thank you for your consideration and application.

- Location: Bingen, WA
- Compensation: DOE. Zepher offers competitive wages and generous employee benefits.
- Zepher, Inc. is an equal opportunity employer. All qualified applicants will be given equal consideration regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, pregnancy, genetic information, veteran status, or any other category protected by law.
- Principals only. Recruiters please don't contact this job poster.
- Please, no phone calls about this job.
- Please do not contact job poster about other services, products or commercial interests.