



## **Purchasing Specialist**

Cobalt Aero Services, Hot Springs, AR

Fast Growing Hot Springs, Arkansas Aerospace Company is in search of a Purchasing Specialist.

### **Responsibilities:**

- Researching and identifying new prospective suppliers/vendors
- Liaising with internal and external customers
- Maintain strong supplier/ vendor relations
- Requesting quotes and negotiating purchase terms and prices
- Preparing and issuing pick tickets as well as purchase orders and agreements
- Monitoring supplier performance and resolving issues or concerns
- Inspecting and reviewing traceability prior to purchasing
- Support management with the development of sourcing strategies
- Complying with company policies, procedures, and regulatory standards
- Responsible for ensuring timely deliveries and resolving supply issues and discrepancies.

### **Requirements:**

- High school diploma/GED required
- Must have excellent communication, interpersonal, negotiation skills
- Must be proficient computer skills. Microsoft package.
- Purchasing experience and ERP system experience is preferred
- Team player with multitasking skills
- Strong problem-solving skills

\*Salary dependent on experience and knowledge.

\*Hours – 8 am – 5pm Monday - Friday

\*Benefits package includes health, dental and vision. 401K matching, Paid Time Off (PTO), vacation, 8 paid holidays, and more...

Send resume to:

**HR@Cobalt-Aero.com**