

## **Buyer**

It's an exciting time at NuSpace as we continue to grow. We are a key supplier to the space industry, providing engineered solutions for satellites, launch vehicles, spacecraft and other applications. Our customers include established giants and up-and-coming companies. Together, we are expanding the boundaries of the field.

We are looking for people that want to help build and deliver high-quality products in this increasingly fast-paced market. We are a small company with a solid track record and a growing pipeline of business. We want people who can jump in, get things done, and grow with us.

The **buyer** is responsible to negotiate, procure, and provide materials, supplies and services cost-effectively and in a timely manner. This critical purchasing & procurement role is part of the Operations team in a dynamic manufacturing environment.

### **Responsibilities:**

- Develop and maintain strong supplier relationships.
- Create request for quote packages and evaluate quotations.
- Place POs for production parts.
- Resolve purchase order discrepancies and invoice issues.
- Assess supply chain capability, equipment, capacity, and risk in procurement process.
- Determine the best value suppliers, NPI Sourcing Plans, Make vs. Buy, Should Cost, Buy complete strategies, Lead times optimization, etc.
- Monitor and manage supplier performance. Develop strategy to grow, maintain or exit relationships with suppliers.
- Manage a supplier bid list with preferred suppliers. Find new potential suppliers. Mitigate sole/single source risk and ensure continuity of supply.
- Communicate actions needed to support the schedule. Identify blockers and suggest solutions.
- Track performance to plan, collect & analyze data, create & report metrics to identify opportunities for improvement.
- Utilize MRP/ERP and other tools to ensure purchased items are scheduled and prioritized accurately.
- Develop and support efforts to streamline supply chain processes, as applicable.
- Work with engineering, operations and management to plan timing of new product introductions and ensure materials are ready for first article builds.

### **Characteristics:**

- Hands-on and eager to make plans become reality.
- Thrives on building and leveraging new capabilities with focus on efficiency and scalability.
- Highly functional in a dynamic, challenging environment.
- Collaborative and curious in nature with good interpersonal and communication skills.
- Available to support multiple shifts and work extended hours as needed.

### **Qualifications:**

- Bachelor's degree (B.A./B.S.) from four-year college or university and 2-4 years related experience, or equivalent combination of education and experience.
- Proficient with MS Office or Google Workspace applications
- U.S. Person, as defined by ITAR/EAR regulations

**Preferred Skills and Experience:**

- Knowledge of aerospace industry supply chain procurement - particularly for metals, machined parts, molds, forgings, shop equipment, tooling, and general shop supplies.
- 2+ years of practical experience with JobBoss, Oracle, SAP or other ERP/MRP software, especially in a high-mix environment.
- Skilled with spreadsheets, databases, SQL queries and/or project management software
- Experience working with vendors and internal teams to deliver competitively priced materials on-time.