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## DMR EMPLOYMENT ~ JOB ANNOUNCEMENTS

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### **PURCHASING ANALYST**

DMR Consulting, Inc. is seeking a Purchasing Analyst responsible for the procurement of raw materials, consumable supplies, custom fabricated parts, and specialized military equipment for the Navy's Airborne Mine Counter Measures (AMCM) Systems MK-105 Magnetic Minesweeping Gear and Defense Logistics Agency (DLA). Candidates who demonstrate a minimum of 5 years acquisition and financial experience with military or DOD past performance are preferred. A critical component of this job is the on-time delivery of materials or parts needed for the production of military equipment maintenance and repairs. Analyst shall be detailed-oriented and proactive to research and develop new supply chain sources where vendors are inadequate or when the Original Equipment Manufacturer (OEM) is no longer available. Negotiation skills are required in order to secure the vendor's goods and services at the best possible price while confirming service warranties, quality clauses, and the timely shipping of the product. Advanced notification and communication is vital when addressing obsolescence issues, technical questions, or ordering long lead items that effect the project schedule. The Purchasing Analyst receives and examines competitive bids from vendors per Federal Acquisition Regulations (FAR) and verifies pricing is fair and reasonable prior to submitting quotes for management approval. Daily monitors inventory stock levels with the receiving log's arrival of parts and communicates short falls or non-compliance issues weekly. Works independently problem solving parts issues to trace delinquent arrivals or non-compliance certificates from purchase orders in an expedited manner and according to engineering or quality team recommendations.

### **REQUIRED QUALIFICATIONS:**

- Must be U.S. Citizen
- Minimum Bachelors (BS) degree or Associate (AS/AA) degree plus 4 years supply chain management.
- Must complete background check and be eligible to obtain government security clearance.

### **BASIC QUALIFICATIONS:**

- 5 years' experience in the supply chain management of materials and custom fabricated parts from technical data package, SolidWorks drawings, manufacturing specifications and work instructions.
- Ability to translate technical direction, design specifications, and engineering changes to vendors in clear, concise language through excellent oral and written communication skills.
- Coordinates with accounting team on financial procedures, purchase orders, vendor credit terms, RFQ documentation and receiving paperwork including testing and compliance certificates from vendors.
- Utilizes phone conversations and electronic written communication to negotiate requisition of materials and assure timeliness and quality delivery that meets project production deadlines.
- Proficient in computer software programs: Microsoft Office (Word, Excel, Power Point, Access).
- Experience with software applications and technical documentation data bases (CMPPro, ERP, Haystack).

**Submit resume, cover letter, and (3) professional references to [employment@dmrcinc.com](mailto:employment@dmrcinc.com)**

Full-time salary with excellent benefit package: 100% Paid Group Health & Life Insurance for Employees, 50% Paid Dependent/Family Health Insurance, 50% Paid Dental and Vision, Optional AFLAC Disability insurance, 3% Matching IRA, 10-Federal Holidays, and 15 days-Personal Time Off (PTO), Annual Performance Raise & Bonus program.

**DMR is an Equal Opportunity Employer (EOE) hiring a diverse team members no matter the race, color, religion, sex, gender identity, sexual orientation, national origin, and disability, or veteran status, as protected by federal, state or local laws.**