

## Buyer/Purchaser

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Company: ERC Inc

Location: Huntsville

Category: business-and-financial-operations

### **Your role:**

In your role as a Buyer/Purchaser, you will directly support the U. S. Army Redstone Test Center (RTC) Wide Engineering and Support Services Contract on Redstone Arsenal, AL with the procurement and documentation of essential materials and services to support the RTC mission.

### **What you'll do all day:**

Work as part of an enterprise team of order clerks and buyers supporting multiple divisions and customers.

Execute, track, and expedite purchase orders and small dollar credit card purchases for materials and services from purchase request through close-out reconciliation.

Perform, manage, and maintain file documentation in accordance with company policies and DCMA Contractor Purchasing System Review (CPSR) requirements.

Support multiple projects in parallel in an environment that changes quickly in response to customer needs.

Prepare Request for Quotes (RFQs) and evaluate responses.

Track procurement progression and status.

Negotiate pricing, terms and conditions, contract terms, clauses and other contractual requirements.

Conduct market research and document.

Prepare and write price analysis justifications.

Review and write non-competitive award or sole source justifications in accordance with DCMA Contractor Purchasing System Review (CPSR) requirements.

Validate justifications, requirements, funding, and budget.

Communicate with requestors, engineering and technical teams, customers, and suppliers.

Maintain a close working relationship with internal and external customers.

**You will love this job if you:**

Are a self-starter and require little oversight to complete given tasks?

Enjoy a fast-paced work environment.

Love working with diverse groups of individuals, including engineers and technicians.

Are good at communicating with people.

Have a positive attitude.

Enjoy multitasking.

**Minimum requirements for this position:**

High school diploma.

2 years of applicable experience in contract procurement or similar purchasing background of mechanical and electronic parts in support of test instrumentation, development, and manufacturing.

Strong working knowledge of Microsoft (MS) Windows Operating Systems (OS) and MS Office products, like Excel.

Excellent written and verbal communication skills.

Experience, working knowledge, and understanding of government regulations including Federal Acquisition Regulations (FAR).

Ability to adapt to changing work efforts and manage shifting priorities.

Strong organizational and workflow skills.

Self-motivated and comfortable with redundant work and last-minute variety.

Must be able to obtain and maintain a Secret Government security clearance.

Must have a valid driver's license.

Must be able to obtain and maintain a Secret Clearance (U.S. Citizenship is required for all applicants)

**Desired skills and experience for this position:**

Junior to mid-level knowledge and experience of procurement in support of a government contract.

Experience with Deltek Costpoint Time & Expense, SharePoint, and Costpoint Procurement.

Previous experience and track record of success creating cost and price analysis justifications.

Previous experience reviewing and writing non-competitive award or sole source justifications.

Excellent computer skills and experience working in Excel.

Prefer Bachelor's degree from an accredited institution in Procurement, Business Administration, Accounting or other related field.

**What we offer:**

Competitive salaries.

Continuing education assistance.

Professional development allotment.

Multiple healthcare benefit packages.

401K with employer matching.

Paid time off (PTO) along with federally recognized holiday schedule.

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