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## **Purchasing & Materials Manager**

### **Bend, Oregon**

Are you passionate about aviation, building something with your hands or working on an exciting project for a dynamic, growing company? Epic Flight Support, a subsidiary of Epic Aircraft LLC, is seeking enthusiastic, hardworking candidates to join our fun and growing team.

### **Position Description:**

As part of **Epic Flight Support**, the **Purchasing & Materials Manager** is responsible for the entire parts department, shipping and receiving functions, and materials ordering and acquisition. Details of the position include maintaining accurate inventory levels and providing support for the flight line and final assembly departments. Tasks include projecting stock levels, monitoring the timeliness of deliveries, ensuring the adequate supply of all required materials, components, and equipment. This position requires maintaining relationships with suppliers and working to create and promote a safe working environment. The position requires moving throughout the shop floor 6-7 hours a day, pulling orders, checking materials, and issuing parts to the floor.

### **Your Day-to-Day:**

- Generate Purchase Orders
- Respond to purchasing inquiries
- Develop relationships with suppliers
- Maintain stock levels
- Keep computer information up to date and accurate
- Ensure adequate supply of required materials, components, and equipment
- Pull orders
- Check in materials
- Issue parts to the floor
- Restock production line cabinets
- Maintain inventory accuracy
- Count and reconcile inventory at the end of each month
- Create sales orders
- Preparation and shipment of items/products
- Support the purchasing, inspection, and management of parts for our Part 145 repair station
- Assist with any other job duties that may arise in the department

### **What You Bring to the Team (Requirements):**

- **3-5 years** of Purchasing/Parts Management experience in an **Aerospace environment**
- Aviation experience is **REQUIRED**. Pilots License or Aircraft Maintenance experience will be considered.
- Able to routinely move throughout the shop floor **6-7 hours** per day
- Ability to lift up to **45 lbs.**



- Must be able to pass our **forklift training** and be competent at loading and unloading palletized materials with a **forklift and pallet jack**
- Strong understanding of **warehouse shipping and receiving procedures**
- Possess excellent personal organization and **business administration** skills
- Possess excellent **verbal and written communication** skills for a demanding and customer driven working environment.
- Experience with **technical drawings** helpful
- Possess the ability to work productively, efficiently & effectively with initiative and drive under tight deadlines and pressure while maintaining **attention to detail and quality**
- **Willingness to learn**, improve and adapt
- Relevant skills in basic MS Office applications - Outlook, Excel & Word
- Some overtime and weekend hours as needed

#### **Why Epic Flight Support:**

We are truly passionate about aviation and building an amazing aircraft. We need people who aren't afraid to work hard, be rewarded and have fun!

#### **Benefits include:**

- Competitive pay
- Company provided Paid Time Off
- Company Paid Health Benefits
- Seven Paid Holidays
- 401k plan
- Advancement opportunities
- Friendly team environment
- Fun company events