
Purchasing Agent

Bend, Oregon

Are you passionate about aviation, building something with your hands or working on an exciting project for a dynamic, growing company? Epic Aircraft LLC is a manufacturer of high performance single-engine turboprop aircraft based in Bend, Oregon. We are seeking enthusiastic, hardworking candidates to join our fun and growing team. The soon-to-be-certified E1000 will be the fastest, highest performing, most affordable and comfortable, six-place single-engine turboprop in the world.

Position Description:

The **Purchasing Agent** will be responsible for order placement and supply and material replenishment. Tasks include projecting stock levels, monitoring the timeliness of deliveries, ensuring the adequate supply of all required materials, components and equipment, delivering cost savings for the company, managing supplier relationships including price negotiation, helping to source alternative items for buyers and customers, resolving disputes and claims with vendors and suppliers, maintaining current and accurate supplier programs, developing new relationships with distributors, and working to create and promote a safe environment. Some overtime and weekend hours may be needed.

Your Day-to-Day:

- Verifies purchase requisitions by comparing items requested to master list
- Projecting stock levels, budgeting, monitor deliveries, ensuring the adequate supply of all required materials, components and equipment
- Prepares purchase orders by verifying specifications and price
- Obtains purchased items by forwarding orders to suppliers; monitoring and expediting orders
- Verifies receipt of items by comparing items received to items ordered; resolves shipments in error with suppliers.
- Authorizes payment for purchases by forwarding receiving documentation
- Keeps information accessible by sorting and filing documents.
- Provides purchasing planning and control information by collecting, analyzing, and summarizing data and trends.
- Source alternative items as requested
- Resolving disputes and claims with vendors and suppliers
- Developing new relationships with distributors

What You Bring to the Team (Requirements):

- 3-5 years of Purchasing experience in an **Aerospace or Manufacturing** environment
- Ability to lift up to **50 lbs.**
- Excellent **verbal and written communication** skills

- Able to work productively, efficiently and 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
- **Must be Currently Authorized to work in the U.S. for Any Employer**

Why Epic Aircraft:

We are truly passionate about aviation and building an amazing aircraft. You will directly contribute to the success of the soon-to-be-certified E1000. 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