



**Job Description Title:** Purchasing Specialist

**Division/Department:** Accounting and Finance

**Location:** Miami

**Reports to:** Controller

**Work Schedule:** 8:30AM – 5:00PM  
Monday through Friday  
***Must be able to be flexible and be available to work AOG and critical operations support after hours and on weekends on an \*as needed basis\*.***

#### **Minimum Qualifications**

- 3-5 years of aviation procurement experience
- Working knowledge of technical parts, terminology aircraft logistics support and operations
- Strong communication, organization and analytical skills
- Expertise in procurement, inventory management / STARS and sourcing parts and services to support operations and corporate material requirements
- Excellent computer skills including Microsoft Office products such as Outlook, Excel.
- Ability to lift up to 50 lbs.

#### **Preferred Qualifications**

- Experience with suppliers, OEM, associated purchasing processes and procedures
- Experience with Aircraft Operations (FAR Part 141, FAA Part 121/ 135)

#### **Summary of Duties**

- Ensures all items, parts, materials & supplies are received in accordance with company standards
- Develops sources of supply and obtains information from suppliers concerning product and/or service specifications, price, delivery dates, etc. and ensures all applicable data is current at supplier.
- Solicits quotes, conducts bid evaluations, evaluates costs, negotiates optimum delivery schedules and ensures the best combination of price, quantity discount, product quality, standard terms and conditions, and where appropriate, supports the establishment of long term agreements such as Master Orders and Blanket Purchase Agreements and in compliance with company policies and processes. Works with designated VP of Administration and Compliance relating to contractual matters and terms.
- Collaborates with other departments such as Maintenance, Operations, Quality Assurance, Administration and Finance



- Prepares definitive purchase orders, including terms and conditions, obtains internal approvals, administers standard contracts and terms with suppliers within budgetary limitations, and ensures schedules are met.
- Monitors supplier performance and prepares reports and other records pertaining to the items or services purchased, cost, delivery, product or service performance, supplier performance and/or inventories, as applicable.
- Resolves problems related to purchasing, delivery, receiving and payment to the supplier.
- Expedites purchases as needed.
- Conducts periodic market studies and analyses to build / enhance supplier base, manages information within vendor database and assists in supplier vetting/grading process and component obsolescence and sourcing of alternative components to support operations.
- Maintains the inventories and storerooms in a clean, safe and orderly condition. Properly codes all parts & supplies to ensure accurate inventory tracking, and stores inventories so that they can be quickly and easily located.
- Coordinates the availability and timely transfer, including transportation, of parts & supplies requested by the “satellite” maintenance stations. Receives all parts for repair shipped from the “satellite base” locations.
- Assists the maintenance department with planning and scheduling parts and materials shipments to and from satellite base locations, maintaining inventory control processes and procedures to ensure continued integrity of the inventory at satellite bases.
- Keeps information accessible by sorting and filing documents and preparing informative reports.
- Provides purchasing planning and control information by collecting, analyzing, and summarizing data and trends.
- Performs other duties as assigned.

**Primary duties and responsibilities:**

Duties and responsibilities will include, but not be limited to the following:

1. Parts research and cross reference activities
2. Purchase order generation
3. Receiving, inspection, and quality control
4. Inventory maintenance, coordination and distribution
5. Repair order generation for both in and out of house activities
6. Purchasing of test equipment calibration services and other related technical services
7. Research and develop new vendor relationships
8. Implement Quotation of Pricing and services for Pan Am to meet corporate cost controls
9. Packaging and shipment of out-bound parts for return, repair, etc.
10. Possess aviation knowledge to support Pan Am Operations.
11. Support of remote Pan Am sites as required and/or capable



**Responsibility for work and/or training of others:**

N/A

**Direction/Supervision Received**

Primarily receives tasks and priorities for work assignments from the Pan AM Controllers, General Managers and MCC Team Leaders.

**Knowledge/Skills:**

1. Have demonstrated knowledge in logistics processes related to computer systems, networks, electrical systems, electronics and electro-mechanical systems.
2. Demonstrated competence through satisfactory progressive performance in supporting flight simulator or related training devices.
3. Proven negotiation skills.

**Education/Training**

1. Have two (2) years of demonstrated competence through satisfactory progressive performance in logistics and supply.
2. Minimum training could include, but not be limited to, a high school diploma and graduation from one of the following: military logistics school or equivalent; graduation from a vocational school with emphasis on logistics support; graduation from a community college with an emphasis on business administration.
3. In addition, it would be desirable to have a demonstrated competency and knowledge in the following areas: material; maintenance and management programs; inventory management; PC data base systems and associated software capabilities; support of equipment calibration requirements; packing, shipping, and handling.

**Work Experience:**

Minimum 2 years in providing logistical support on flight simulators or related equipment

**Physical environment/working conditions:**

Work conditions include exposure to heavy machinery and warehouse environments. Physical environment will include working with hazardous materials such as hydraulic fluids and solvents. Additional requirements would include the ability to lift up to 50 lbs., sitting, standing, bending, stooping, or working in an elevated condition.

**Equipment/machinery used:**

Full flight simulators and other training devices manufactured by various companies. General operational knowledge of office equipment such as facsimile, copier, personal computer, etc.

I have read and understand the duties outlined in this job description.

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Employee Signature

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Supervisor Signature

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Employee Printed Name

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Supervisor Printed Name

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Date Signed

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