

Luminary Air Group

Job Description

Job Title: Purchasing Coordinator

Supervisor: Managing Partner

Compensation Range: \$19.50hr-\$25.00hr

About

Luminary Air Group is leading the way in the aviation industry, specializing in cabin comfort systems, special mission interiors, and VIP interiors. The team of highly experienced aviation professionals at Luminary is dedicated to providing innovative solutions and top-quality services. Luminary Air Group is located at Accomack County Airport in Virginia. Luminary is currently looking for a professional aviation expert to join their team. This could be a great opportunity for anyone with experience in the aviation industry who wants to work with an innovative and dynamic company.

Duties and Responsibilities:

The Purchasing Coordinator monitors and administrates activities involved in the procurement of goods and services. Works with vendors to ensure that products are delivered according to schedule and that purchasing terms and conditions are clear and met. Stores and retrieves purchase orders, proof of purchase, proof of delivery, pricing quotes, receipts and other necessary documents.

Responsibilities

- Coordinates the process of purchasing a good or service efficiently.
- Communicates with vendors to obtain quotes of services or goods.
- Prepares price comparisons, purchasing reports and presentations.
- Collaborates with Production and Engineering to optimize the materials flow and the packaging.
- Re-Evaluates order parameters for commodities on an ongoing basis depending on commodity and supplier.
- Optimizes inventory levels based on changes and evaluation of order parameters.
- Coordinates with accounting function to maintain accurate inventory counts
- Notifies suppliers about engineering changes and adjusts open PO's according to suppliers cut in date. Coordinates with Production Planning.

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- Resolves supplier shipping/receiving errors in cooperation with Warehouse Logistics so that invoices are paid timely.
- Attends Luminary's weekly meeting to discuss short items and find solutions in cooperation with Production Planning.
- May perform other administrative tasks as assigned.

Competencies

- (Preferred) Bachelor's degree (Business or similar) with minimum of one 1 year of experience; or equivalent combination of education and experience. Experience in a manufacturing environment preferred.
- Ability to read, analyze and interpret common scientific and technical documents and specifications.
- Advanced knowledge of materials planning principles, theories, processes.
- Ability to effectively present information to management and suppliers.
- Travel domestically and internationally up to 5% of the time.
- Ability to obtain and maintain a valid driver's license and passport.

Benefits

- Health Insurance
- Vision
- Dental
- 401K
- Paid Time Off

Resumes can be sent to brent.t@luminary.aero