

## Job Description

We are looking for a **Senior Buyer** to join our team, with ample opportunity for growth within the company.

Responsibilities include:

- Work with a budget, negotiate pricing, contractual terms, and lead time.
- Track and report key functional metrics to reduce expenses and improve effectiveness.
- Manage material inventory.
- Approve the ordering of necessary goods and services.
- Follow up and expedite orders when necessary.
- Manage vendor relationships and performance.
- Search for new vendors
- Prepare purchase orders, receiving and shipping paperwork.
- Prepare Purchasing Department reports.

Required Experience/Education:

- 5+ years of experience in defense and aerospace procurement. Significant Management required in strategic sourcing and procurement.
- Bachelor's Degree in business, operation, science (Optics or Mechanical is preferred) or 5+ years' experience.
- Strong interpersonal skills and excellent written and verbal communication skills.
- Be creative and flexible, with a no task is too small attitude.
- Proficient in Microsoft Word, Excel (especially pivot tables), Outlook.
- 5+ years ERP system experience – Epicor 11 preferred.



www.plxinc.com  
40 West Jefryn Blvd.  
Deer Park, NY 11729  
Phone: 631.586.4190  
Fax: 631.586.4196

- Salary: From \$75,000.00 per year + depending on experience

**Benefits:**

- 401(k)
- Dental insurance
- Health insurance
- Vision insurance
- 2-weeks' vacation
- 1-week sick time
- 10 paid company holidays
- Bonus Pay
- Experience Label: Defense or Aerospace Purchasing: 5 years (Preferred)