

# Senior Procurement Specialist, Aircraft Avionics

## Job Description

The Sr. Procurement Specialist, Aircraft Avionics, (Sr.PSA), supports the Vice President of Aircraft Operations in the identification, negotiation and management of 3<sup>rd</sup> party rotary aircraft equipment suppliers and avionic system integrators.

The Sr. PSA provides excellent negotiation, contracting, and supplier management skills and expertise in procuring rotary aircraft 3<sup>rd</sup> party avionic products, maintenance services, and spare parts

## Essential Responsibilities and Duties

- Provides expertise in procuring rotary aircraft 3<sup>rd</sup> party avionics products, maintenance service, and spare parts meeting performance criteria, price points, quality, quantity, availability, and delivery dates.
- Works with management and engineers to develop and refine highly complex technical bids and specifications.
- Writes and distributes highly technical bid invitations or requests for proposal, receives and analyzes quotes, bids, and proposals, leads source selection committees, and awards the major subcontracts.
- Supports the negotiation of supplier contracts terms and conditions and bid proposals meeting company delegated signature authority policies.
- Supports management of compliance to contracted terms and conditions after contract award.
- Prepares reports and analysis and recommendations to senior management on major account's status.
- Utilizes business systems to process procurement transitions/purchase orders.

## Qualifications - Knowledge, Skills and Abilities:

- Two to Five years of procurement experience with a rotary aircraft manufacturer or avionics system integrator.
- Expertise in rotary aircraft avionics and spare parts procurement.
- Skilled in negotiation and contracting with demonstrated track record in negotiating cost reduction with suppliers.
- Business acumen and judgement.
- Knowledge of the principles and practices of major subcontracts management.
- Skill in preparing and analyzing complex technical specifications, bids and proposals.
- Skill in both verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Requirements planning and purchase order processing utilizing ERP systems requires a working knowledge of MRP/ERP systems for determining requirements for recurring production, as well as, new product development.
- Microsoft office suite, Word, Excel, PowerPoint.
- Assertive personality; diplomacy in communication with suppliers and cross functional teams.

## Education and Experience

Bachelor's degree in related technical field, and MBA preferred, or 5 to 10 years of relevant procurement experience.