



## Job Description

**Job Title:** Junior Buyer

**Department:** Purchasing

**Reports To:** Procurement Manager

**Full-time**     **Non-exempt**

**Part-time**     **Exempt**

### Job Overview:

The Junior Buyer supports the procurement and materials management activities of the FAA Part 145 Repair Station. This role is responsible for assisting with sourcing, purchasing, and expediting parts, materials, and services necessary to support aircraft component repairs and overhaul operations. The Junior Buyer works closely with vendors, internal departments, and regulatory staff to ensure timely availability of compliant materials while maintaining cost-effectiveness and supporting operational needs.

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### Essential Duties/Responsibilities:

- Assist with sourcing and purchasing of aircraft parts, consumables, tooling, and supplies required for repair station operations.
- Obtain and review vendor quotes, ensuring compliance with FAA, EASA, and company quality standards.
- Prepare and issue purchase orders (POs) in accordance with company policies and approval limits.
- Track and follow up on open orders to ensure timely delivery; escalate delays to the Purchasing Manager as necessary.
- Verify and maintain accurate records of certifications, traceability, and documentation required for all aviation parts.
- Support vendor qualification and evaluation processes.
- Collaborate with shipping/receiving, repair shop, and quality departments to resolve shortages, backorders, or discrepancies.
- Assist in maintaining stock levels, inventory accuracy, and cost controls.
- Communicate effectively with suppliers and internal stakeholders regarding order status, lead times, and pricing.
- Comply with FAA, DOT, OSHA, and company-specific regulatory requirements.
- Perform additional administrative tasks and projects as assigned by leadership.
- All other duties assigned.

### Core Competencies:

- Commitment to company values and ethics.
- Integrity and regulatory compliance focus.
- Strong problem-solving and decision-making ability.
- Customer service mindset, both internal and external.
- Team player with willingness to learn and grow within the procurement field.

## **Education and Experience:**

- Must be 18 years or older and legally allowed to work in the U.S.
- Fluent in English (Speech, Reading, Writing)
- High school diploma or GED required; associate's or bachelor's degree in Supply Chain, Business, or related field preferred.
- Proficient in Microsoft Office Suite; experience preferred
- Experience with Quantum Experience Preferred.
- 2-3 years of experience in purchasing, procurement, or supply chain; aviation/aerospace industry experience preferred.
- Basic knowledge of FAA Part 145 Repair Station requirements a plus.
- Strong organizational skills with attention to detail and accuracy.
- Ability to manage multiple priorities in a fast-paced environment.
- Excellent communication and negotiation skills.
- This position is classified as **safety-sensitive** under FAA regulations and is subject to the requirements of the Department of Transportation (DOT) and Federal Aviation Administration (FAA) Drug and Alcohol Testing Program. Employees must pass a pre-employment drug test and are subject to random, post-accident, reasonable suspicion, return-to-duty, and follow-up testing. Ongoing compliance with all FAA drug and alcohol regulations is required throughout the duration of employment.

## **Physical Requirements:**

- Requires lifting of items weighing up to sixty (60) pounds on an occasional basis.
- Requires physical effort associated with sitting / standing / walking / sitting.