

Job Description - Subcontracts Purchasing Agent:

SRCTec, Inc., a wholly owned subsidiary of Syracuse Research Corporation (SRC), is a high-tech manufacturing company providing integrated solutions, program management, full life-cycle support, and state-of-the-art products to a broad range of customers. SRCTec is currently hiring for its numerous job openings in Syracuse, NY. For more information, visit www.srctecinc.com.

SRC is an independent, not-for-profit research and development organization. For nearly 50 years, SRC has played a leadership role in providing solutions to programs of national significance through the innovative application of science, technology, and information. SRC's responsiveness and success in solving next generation challenges has resulted in a trusted advisor reputation with our customers in the defense, environment, and intelligence communities. Today, SRC employs more than 750 people and has offices in Arlington, VA; Chantilly, VA; Charlottesville, VA; Dayton, OH; Denver, CO; Hanover, MD; Rome, NY; San Antonio, TX; and Syracuse, NY. For more information, visit www.syrres.com.

SRCTec is searching for a Subcontracts Purchasing Agent who is highly motivated, self-directed, a results oriented individual with strong analytical, problem-solving and communication skills.

Responsibilities: Procure parts, equipment and services to support on time delivery and cost reduction goals in a fast paced, lean environment Secure quotes from qualified vendors to obtain most favorable prices and services consistent with quality requirements Drive direct and indirect cost savings by negotiating price reductions according to specified targets Expedite purchase orders to ensure on-time delivery and an uninterrupted flow of purchased materials in support of production schedules Report status on purchasing activity Evaluate and select suppliers based on capabilities, performance, and quality assurance parameters Implement corporate supplier agreements and procurement initiatives

Requirements: We seek a highly motivated, self-directed, results oriented individual with strong analytical, problem-solving and communication skills. The ideal candidate will possess: 5+ years of purchasing experience in a manufacturing operation BS/BA in Business or relevant discipline Superior negotiation skills and strong cost control experience Results driven with good problem solving skills Excellent verbal and written communication skills Ability to work in a cross-functional team environment Experience with MRP systems Certified Purchasing Professional accreditation a plus: CPM, or APICS

Job Description - Material Planner/Scheduler:

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SRCTec currently seeks a Material Planner/Scheduler. This position coordinates purchasing / procurement efforts to place purchase orders and determine component parts delivery schedules based on Material Requirement Planning (MRP) system, marketing forecasts, and output from the sales and operation groups. This position will have delivery management responsibility of manufactured components and raw materials from local and global suppliers along with accountability of achieving inventory level targets and inventory accuracy. Additional responsibilities will be to maintain the master production schedule, coordinate material proposals for assigned programs and update the MRP system as required, monitor bill of material accuracy and review change notices for appropriate action.

Required Skills We seek a highly motivated, self-directed, results oriented individual with strong analytical, problem-solving and communication skills. Strong project management, organizational skills and the ability to multitask. Experience with Materials Requirement Planning software and systems are a must. Materials Management with 1-3 years experience in one or more Supply Chain functions. APICS certification preferred.

We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing.