



Purchasing Agent - Job Description

The Purchasing Agent is primarily responsible for the execution of the sourcing and procurement process with responsibilities as outlined below.

Specific Duties

- Sources, negotiates, and purchases aircraft parts, machinery, equipment, tooling, raw material, packaging materials, services, and/or supplies in accordance with DPI's internal policies and ensures compliance with DPI's Quality Management System.
- Ensure ability to track obligations by entering information into DPI's Purchase Tracking System.
- Maintains PO Tracking to ensure on time delivery and takes appropriate action with vendor issues and escalates issues to management as required.
- Prepare, analyze, and make sourcing selections using the RFQ process and prepares bid packages. Implements purchase contracts that comply with company and Government regulations.
- Prepare contractual documents and binding agreements (Purchase Orders and Subcontract Agreements).
- Manages supply and demand, schedules, supplier quality and delivery.
- Evaluates areas of opportunity to leverage material alternatives and lower cost, manufacturing processes/acquisitions.
- Conducts risk, issues, and opportunities management.
- Facilitate response to vendor and customer requests on behalf of DPI.
- Work in partnership with Accounting Department on invoice inconsistencies / discrepancies. Works with Receiving on inconsistencies / discrepancies on shortages, mispicks, missing documentation.
- Coordinate with manufacturing, engineering, quality, and management to provide timely status of work products and / or problem identification and resolution.
- Develop and coordinate supplier evaluations with suppliers as necessary to ensure vendor is identified as an Approved Vendor.
- Assist Business Development team to create cost proposal material justification.
- Other duties as assigned.

Qualifications

- 5+ years of experience in Supplier Management/Procurement as a Purchasing Agent or Buyer is highly desired.
- Experience in proposing, negotiating, and executing contracts and/or subcontracts in support of US Government requirements is highly desired.
- Experience in negotiating complex supplier contracts and managing supplier performance is desired.
- US Citizenship required.

Company Description

Dragonfly Pictures, Inc. (DPI) founded in 1992, is growing! We are a small R&D business transitioning into production. We have specialized in the design, fabrication



and flight test of unmanned air vehicles and associated technologies. DPI leverages its unique skills and experience to develop ground-breaking technologies from concept through design, fabrication, qualification, and flight test. The company is dedicated to production of quality unmanned systems for the Dept. of Defense and commercial markets.

Address

Dragonfly Pictures, Inc.
600 West Second Street
Essington, PA
USA

Industry

Aerospace and Defense, Manufacturing

Equal Opportunity Employer