JOB OPPORTUNITY

Buyer I

Defense contractor involved with product development and manufacturing of various systems for military aerospace and vehicles in the Los Angeles International Airport area is searching for an Assistant Buyer. With a 50+ year foundation, The Marvin Group supports all branches of the Department of Defense and allies around the globe on an array of programs and platforms. We support many military prime contractors including Lockheed Martin, Northrop Grumman and Raytheon.

SCOPE

Integral part of the purchasing department team and should be able to anticipate problems and tasks before they are specifically pointed out.

RESPONSIBILITIES

- Procuring company office supplies
- Issuing contracts for construction, maintenance, facilities, procurement support for quality inspection, Oak Street warehouse and tool crib supplies/repairs and services.
- Ensure timely delivery of goods ordered from suppliers, documenting telephone conversations, providing up to the minute accurate information to Program Managers and general interface with our suppliers.

SKILLS / REQUIREMENTS

- Strong computer skills with Word, Excel, PowerPoint and the ability to learn the use proprietary software
- SAP knowledge
- Self-starter, highly organized, outgoing with excellent people and telephone skills
- Correspondence and letter writing (good spelling and grammar is a must), spreadsheets
- Assist in shipment receipts, to include keeping inventory and dispersing supplies
- Good decision making skills
- Must be able to speak/read/write English
- Must be able to lift up to 35 lbs.

This position must meet export control compliance requirements. All applicants must be “U.S. persons” within the meaning of ITAR, as defined: a U.S. Citizen, a lawful permanent resident, political asylee, or refugee.

Interested parties please apply online and submit resume to http://marvingroup.com/career/adp/

Visit us at marvingroup.com

The Marvin Group is an EEO/AA/Disability/Vets Employer.

Our company uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.

If you are an individual with a disability and require a reasonable accommodation to complete any part of the application process, or are limited in the ability or unable to access or use this online application process and need an alternative method for applying, you may contact Human Resources at 310-674-5030.