



POSITION ANNOUNCEMENT
Reno, Nevada

PROCUREMENT SPECIALIST
Ground Operations/Logistics

Salary Range: \$21.61 TO \$27.27 per hour, DOE
FLSA: Non-Exempt

Tactical Air Support is Nevada Center for Entrepreneurial Technology (NCET)
2019 Aerospace / Aviation Company of the Year

Tactical Air Support, Inc., a national company headquartered in Reno, Nevada, provides domestic and international “Center of Excellence” training and advisory services in tactical aviation and is seeking an experienced **Procurement Specialist** to join the Operations’ Maintenance and Logistics teams.

Tactical Air’s motto is “*We Serve Those Who Serve*” and our company’s purpose is twofold: we help make the world more secure through our efforts to improve the military capabilities and security of the U.S. and our partner nations, and we create an environment where our employees can discover, develop, and share their talents in a way that provides a meaningful career path.

To support Tactical Air’s fleet and customer requirements, the Logistics center maintains over 17,000 line items of F-5 parts and is developing a comprehensive logistics support network of industry leaders. The Procurement Specialist position is an integral part of a team of professionals who get things done, enjoy working together, and are committed to growing with this fast-moving company.

This position is located in Reno, Nevada. With a population of over 400,000, the Reno/Sparks area is a thriving, growing community nestled along the eastern slope of the Sierra Nevada mountain range. Reno/Sparks and the surrounding area, including a short drive to beautiful Lake Tahoe, offers a variety of arts and entertainment, an eclectic restaurant scene, and unlimited recreational activities. There is truly something for everyone. Check out www.whyreno.org for more information about living in Reno.

The ideal candidate for the Procurement Specialist position will be professional, disciplined, team-oriented, and responsive to the needs of the company, colleagues, and customers with a strong background and interest in logistical support and supply chain management in support of aircraft and flight operations. This position reports to the Director of Logistics and will ensure that the supply chain needs and ongoing functionality of aircraft maintenance are met in a timely and cost-manner. The Procurement Specialist will review costs, develop relationships with vendors and

suppliers, evaluate suppliers to find best deals and terms, and offer suggestions on purchasing strategies. This position will provide support to assist in preparation and analysis of vendor contracts and will work closely with all areas of air and ground operations and accounting/finance. The successful Procurement Specialist must be familiar with Environmental, Health, and Safety regulations, policies, and mandated Quality Assurance, Security, Explosive Safety, and other applicable company program requirements.

The key desirable and preferred requirements for this position include:

- Experience specializing in a Department of Defense (DoD) aviation/material control environment.
- Capable of maintaining an accurate accountability for on-hand inventory.
- Prior aviation logistical operations experience.
- Strong negotiation skills and purchasing experience to obtain best price, quality, shipping/delivery terms, and other various factors.
- Must be proficient in Microsoft Office 365, including Excel.
- Familiarity with shipping, receiving, and handling of hazardous materials.
- Strong interpersonal skills and ability to provide excellent customer service.
- Strong organizational and time management skills with ability to correctly prioritize workload to maintain schedules, deadlines, and standards on assigned projects.
- Ability to manage multiple roles and projects and to see the big picture.
- Ability to remain calm under pressure and be adaptable.
- Ability to cross-train into other specialties.
- Ability to read, listen to, and understand information and ideas verbally and in writing.
- Creativity, positivity, and confidence.
- Regular travel to various work sites throughout the U.S. may be required.
- Ability to obtain U.S. government security clearance may be required.
- This position is subject to pre-employment and random drug screening (including for marijuana).

The successful candidate for this position must be willing and able to relocate to the Reno/Sparks area. Tactical Air Support will not provide reimbursement for relocation expenses.

The level of position and salary offered will be dependent upon background and qualifications. If you are a dynamic, self-motivated, problem-solver who appreciates challenging yet rewarding work, with a keen interest in air operations and logistical support, Tactical Air invites you to apply. All applicants must submit a current resume and completed employment application, which may be obtained at <https://tacticalairsupport.com/jobs/>.

The deadline to submit completed application materials is June 15, 2020.

If any candidate requires assistance in accessing or completing an employment application, please contact Human Resources.

Tactical Air Support is proud to be an EOE AA M/F/Vet/Disability Employer

Tactical Air Support, Inc and Associated Subsidiaries Position Description

PROCUREMENT SPECIALIST

Reports to: Director of Logistics; AVP/Director of Ground Operations
Classification: Non-Exempt
Date: 1 June 2019

Tactical Air Company Values:

- **Integrity** – we are honest and truthful in what we say and do.
- **Excellence** – we develop the highest quality people, products, and services.
- **Respect** – we are proven experts valued for our ability and experience.
- **Reliability** – we provide consistent, dependable, and trusted performance.
- **Commitment** – we are dedicated to our mission, customers, and each other.

Core Values:

- **Character matters.**
- **Safety is a byproduct of our professionalism.**
- **Excellence is our standard.**

Employees are expected to apply and follow these principles in the performance of their respective duties:

- Pursue excellence and be accountable.
- Develop working knowledge of company programs and services.
- Learn and comply with company and departmental policies, protocols, and systems.
- Apply customer service practices and emotional intelligence to cultivate and maintain professional and respectful relationships with co-workers, customers, public/private officials, partners, suppliers, local communities, and the general public.
- Be aware of safety program and policies and practice safe work habits.
- Perform quality work with or without direct supervision.
- Work collaboratively, cooperatively, and effectively with co-workers, managers, and stakeholders whether as a team player, team leader, or individual contributor.
- Serve as a mentor, coach, encourager, and motivator to fellow colleagues as needed.
- Exercise self-motivated, self-directed, independent, and mature decision-making, problem-solving, creative thinking, and analytical skills.
- Approach work with energy, a positive attitude, and sense of humor.
- Be flexible, adaptable to change, and willing to learn.
- Be a good steward of company resources, using time and resources wisely.
- Safeguard confidential and proprietary information in accordance with company and legal requirements.

Under general supervision, the Procurement Specialist is responsible to ensure that the supply chain needs of the integrated logistics department and ongoing functionality of aircraft maintenance are met in a timely and cost-effective manner. The Procurement Specialist will review costs, develop relationships with vendors and suppliers, evaluate suppliers to find best deals and terms, and offer suggestions on purchasing strategies. This position will provide support to assist in preparation and analysis of vendor contracts and will work closely with all areas of air operations and accounting/finance. This position classification and level of responsibility will be determined by background, education, experience, and seniority.

Tactical Air Support, Inc and Associated Subsidiaries Position Description

PROCUREMENT SPECIALIST

The following education and experience; essential functions; knowledge, skills, and abilities; physical demands; and work environment are generally representative of the minimum or preferred requirements to enter the job and capably perform the duties and responsibilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Education, Work Experience, and Licenses

- High School Diploma/GED; Bachelor's degree in Business Administration, Supply Chain Management, or Business Analytics preferred.
- Two or more years' experience in supply chain/logistical setting with focus on aircraft/aviation industry.
- Equivalent combination of training, education, and experience in a relevant field or industry.
- Certified Purchasing Professional (CPP), or Certified Supply Chain Professional (CSCP) advantageous.
- Familiarity or experience aircraft operations and aviation supply preferred.
- Familiarity or experience with Individual Material Readiness List (IMRL) and Support Equipment Requirements and Management Information System (SERMIS) advantageous.
- Prior military and/or federal contractor experience preferred.
- Valid State Driver license.

Essential Functions Required

The essential functions for this position may include, but are not limited to:

- Comply with all environmental, health, and safety regulations, policies, and mandated quality assurance, security, and other application program requirements.
- Comply with and participate in Foreign Object Damage (FOD) program.
- Negotiate with suppliers and vendors to obtain best price, quality, shipping/delivery terms, and other various factors.
- Compare prices amongst suppliers and vendors to make sound purchasing decisions.
- Work within a given budget to purchase materials or services.
- Coordinate with suppliers and vendors to expedite and ensure timely delivery of materials or services; ensure quality of goods received is satisfactory.
- Analyze, track, and monitor inventory and supply needs to determine when to order or purchase new items.
- Prepare and analyze requisitions, invoices, supply requests, and supply orders for accuracy.
- Regularly evaluate suppliers and vendors and provide feedback of performance.
- Enter inventory and purchasing data to spreadsheets or database systems as required.
- Maintain current and ongoing communications and purchasing status with air operations and logistics team members.
- Participate in inventory control measures as directed.
- Attend meetings and conferences as required.
- Other duties as assigned.*

Knowledge, Skills, and Abilities (KSAs)

- Ability to negotiate and develop business specific contracts and agreements.
- Demonstrated knowledge of purchasing fundamentals with strong negotiation skills.
- Strong math and analytical skills with ability to calculate cost of goods/services.
- Ability to be self-directed in the adherence of all government and company requirements.
- Knowledgeable in principles of customer service.

Tactical Air Support, Inc and Associated Subsidiaries

Position Description

PROCUREMENT SPECIALIST

- Ability to read and interpret all reports, directives, publications, and manuals pertaining to assigned responsibilities.
- Ability to operate standard office equipment such as telephone, photocopier, filing cabinets, calculators, etc.
- Strong computer skills with ability to utilize various software and applications for creating documents and reports, spreadsheets, presentations, publications (strong emphasis on Excel and Access); web-based applications for organizing work, communications, or data entry; virtual office/cloud-based file sharing (MSOffice 365 advantageous).
- Ability to manage files and maintain records in compliance with standard or required recordkeeping practices.
- Strong communication skills with the ability to provide information to colleagues, customers, co-workers, or other stakeholders (internal and external) utilizing various communication formats and tools, and exhibiting appropriate body language and listening skills, with emphasis on sharing or transmitting technical information with clarity and accuracy.
- Ability to plan and carry work through to completion with accuracy and attention to detail.
- Ability to comfortably manage multiple tasks and projects utilizing time management and organization skills.
- Knowledge of proper telephone and email practices and etiquette.

Supervisory Responsibility

This position has no supervisory responsibilities.

Physical Demands

- Frequent periods of sitting.
- Frequent use of desktop/laptop computer and peripheral equipment.
- Frequent periods of reading and analyzing fine print.
- Frequent stooping, standing, and carrying.
- Frequent lifting up to 50 pounds (with assistance, if required).
- Regular use of hands and fingers to handle, feel, or operate objects, tools, or controls; reaching with hands and arms.
- Frequently required to actively talk, listen, and hear.
- Regularly ascend/descend stairs.

Work Environment

While performing the duties of this position, employees may encounter the following, but not limited to, work situations:

- Fast-paced, high-pressure, office environment.
- Aircraft hangar or warehouse environment with exposure to loud noises, fumes from engines and chemicals, unpredictable climate (hot/cold), and trip or slip hazards.
- Specific work hours determined by site/location, operational, departmental, or contractual requirements.
- Occasional evening, weekend, holiday, and overtime work may be required.
- Occasional travel to various work sites throughout the U.S. may be required.

Work Authorization/Security Clearance

- Must be lawfully eligible to work in the United States and complete a U.S. government I-9 Form.
- Must be eligible to obtain a U.S. government security clearance.
- Pre-employment or for cause drug/alcohol testing (including for marijuana) required.

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PROCUREMENT SPECIALIST

**The statements herein are intended to describe the general nature and level of the position but may not encompass all specific job tasks an employee so classified may be required to perform. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Tactical Air Support, Inc. Furthermore, this position description does not establish a contract or implied contract for employment.*