



Genesis Engineering Solutions, Inc.  
4501 Boston Way  
Lanham, Maryland 20706  
[www.GenesisESI.com](http://www.GenesisESI.com)

## Job Posting

March 26, 2019

**Industry:** Aerospace

**Company:** Genesis Engineering Solutions, Inc.

**Position:** Procurement Specialist

**Full Time**

**Requirements:**

- Degree required
- Creative problem-solving abilities
- High attention to detail
- Excellent communication and interpersonal skills
- Large multi-tasking capacity
- Proactive administrative strengths
- Attentiveness to detailed instructions and big-picture priorities
- Working knowledge of Excel preferred

**Job Description:** The Procurement Specialist's role is to interface with engineering teams (both internal to Genesis and direct to NASA GSFC in Greenbelt, MD) and vendors to obtain necessary project materials for building spaceflight hardware. Includes learning to read engineering drawings for custom manufacturing, understand material traceability requirements for items that will be sent into space, manage project material budgets, and track purchases to ensure arrival dates enable the project to meet schedule. Also includes training in Deltek Costpoint and oversight of project logistics.

**EEO:**

We consider all applicants for positions without regard to sex, religion, race, color, age, disability, sexual orientation, marital or veteran status, national origin or genetic information or any other similarly protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria. If you meet these qualifications and feel this will be a good fit for you, please apply with a cover letter and resume. Your cover letter should help us get to know you in a way your resume doesn't.