



Genesis Engineering Solutions, Inc.  
4501 Boston Way  
Lanham, Maryland 20706

## **JOB POSTING**

**Job title: PROCUREMENT SPECIALIST**

*All times are in Eastern Daylight Time.*

**Requisition ID:** 2021-1

**Number # of Openings:** 1

**Job Locations:** US Lanham, Maryland

**Posted Date:** 1-6-2021

**Category (For Portal Searching):** PURCHASING/BUYER

**Required Clearance to Start:** Background check

**Reports to:** Procurement Manager

**Classification:** Exempt

**Salary range:** salary will be commensurate with experience

**Responsibilities and Duties:**

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.

**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

This is an entry level position, previous experience in the field of Procurement is preferred but not necessary.

Performs related duties as needed by supervision.

- Submit résumés and cover letter via the web link below
- The salary for this position will be commensurate with experience.

**Benefits:**

401(k)

401(k) matching

Profit Sharing

Dental insurance

Disability insurance

Employee assistance program

Flexible spending account

Health insurance

Life insurance

Paid time off

Parental leave

Tuition reimbursement

Vision insurance

**Supplemental Pay:**

Bonus pay



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COVID-19 considerations:

We are working remotely during the current pandemic. Employees' safety and health concerns are totally respected.

**Company's website:**

- <https://www.genesisESI.com>

**Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**AAP/EEO Statement**

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 by sending us a cover letter and resume. Your cover letter should help us get to know you in a way your resume doesn't.

Please send resumes to [OpenPositions@GenesisESI.com](mailto:OpenPositions@GenesisESI.com) , to apply.

**Requisition ID:** 2021-1

**Job Type:** Full Time