



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

## **JOB POSTING**

**Job title: PROCUREMENT SPECIALIST**

*All times are in Eastern Standard Time.*

**Requisition ID:** 2021-1

**Number # of Openings:** 2

**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 is part of a proactive problem-solving team that interfaces 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.

Responsibilities include building customer-connections, learning to read engineering drawings for custom manufacturing, understanding material traceability requirements for spaceflight materials, managing project material budgets, and tracking purchases to ensure arrival dates enable the project to meet schedule. Team Members will also receive training in Deltek Costpoint and in the oversight of project logistics.

**Requirements:**

- College 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 not necessary. Performs related duties as needed by supervisor.

- Submit résumés and cover letter via the email addresses 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 in the facility 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 [btagle@genesisesi.com](mailto:btagle@genesisesi.com) and [OpenPositions@GenesisESI.com](mailto:OpenPositions@GenesisESI.com) .

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**Job Type:** Full Time