



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: 2021-9

Number # of Openings: 1

Job Locations: US Lanham, Maryland

Posted Date: 11-01-2021

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.

Vaccination requirement:

The Safer Federal Workforce Task Force's Sept. 24 addressed President Joe Biden's Executive Order 14042, which requires federal employees and contractors to be vaccinated against the coronavirus. Federal employees will need to be fully vaccinated against COVID-19 by Nov. 22 and contractors by Dec. 8.

Federal employees hired after Nov. 22, 2021, will need to be fully vaccinated prior to their start date.

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, apoc@genesisesi.com, and OpenPositions@GenesisESI.com.

Requisition ID: 2021-9

Job Type: Full Time