



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

JOB POSTING

Job title: PROCUREMENT SPECIALIST / BUYER

All times are in Eastern Standard Time.

Requisition ID: 2022-8

Number # of Openings: 1

Job Locations: US Lanham, Maryland (On-Site)

Posted Date: 06-08-2022

Category (For Portal Searching): PURCHASING/BUYER

Required Clearance to Start: Background check

Reports to: Procurement Manager

Job Type: Full Time

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 aerospace 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, government contracts, supply chain, and logistics.

Requirements:

- Bachelor's Degree required (may be substituted by relevant experience)
- 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

Previous experience in the field of Procurement is not necessary, but 1-2 years of experience is preferred.

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 based on 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 cover letter and resume to btagle@genesisesi.com, apoe@genesisesi.com, and OpenPositions@GenesisESI.com .

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

ABOUT GENESIS ENGINEERING SOLUTIONS INC:

Established in 1993, GES, Inc. has built a reputation for being on the “Genesis” of cutting-edge technologies coupled with engineering development. This innovation has led to the delivery of space flight hardware for some of NASA’s flagship missions such as the Hubble Space Telescope (HST), logistic supply to the International Space Station (ISS), and the company’s current participation with the James Webb Space Telescope (JWST) to name a few. GES has been recognized by the Prince Georges TECH Council, winning Small Business Awards in 2006. NASA's Office of Small Business Programs awarded Genesis as GSFC's Small Business Prime Contractor of the Year 2011. The Aerospace Division has a rich history in which GES has protected over 150 critical parts into orbit for Hubble Space Telescope servicing missions and has delivered hardware for NASA's Solar Dynamic Observatory (SDO), GPM, MMS, ASTRO- H, and many other projects. Genesis is currently building flight electronic assemblies utilizing compact PCI connectors, and high-density ceramic column grid array (CCGA) and ball grid array (BGA) surface mount technology. Genesis Commercial Technologies Division is developing a Single Person Spacecraft (SPS) for the purpose of servicing the ISS, space telescopes, and for asteroid exploration.

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