



151 Octane Lane
Port Angeles, WA 98362

Purchasing & Receiving

Armstrong Marine USA designs and builds welded aluminum boats and barges. High performance designs and quality workmanship define the Armstrong brand that was developed in the Pacific Northwest of the United States more than two decades ago. Armstrong vessels can now be found in service around the world, meeting the demands of the commercial marine industry and private clients.

We recently joined the Renaissance Marine Group family of brands, which includes Duckworth, Weldcraft, Northwest Boats, and KingFisher Boats. As a result, we are growing in the manufacturing industry, and are looking to add to our team of talented employees.

Purchasing & Receiving is responsible for all purchasing activity, contract negotiations, price, supply, and vendor relationships. This position also oversees the inventory management process in order to maintain accurate inventory records for raw materials, supplies, and finished goods. The employee will have latitude for independent decision making and actions in support of managing operations. *This position requires a high degree of technical competence in the marine industry.*

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Negotiate purchases of parts, raw materials, and other items that have a high financial impact on the company.
- Solicit sources of supplies and analyze prices, discount rates, delivery dates, transportation charges, previous performance, commitments, and indications of financial responsibility.
- Identify, develop, and manage effective relationships with existing and potential suppliers to meet established cost, quality, and delivery targets. Maintain master list of suppliers.
- Manage an inventory control system capable of identifying discrepancies in inventory counts and taking corrective action to prevent future discrepancies.
- Maintain security of inventory.
- Communicate significant price changes to appropriate departments.
- Create and analyze reports for senior leadership review.
- Maintain purchasing nonconformance log.
- Process purchase orders for payment in a timely manner.

Requirements

- 3 years of purchasing experience (strong negotiation skills demonstrated)
- 2 years inventory management experience required (systems and hands-on)
- 2 years manufacturing experience
- Proficiency in MS Office Suite

Competencies

- Organization
- Communication
- Attention to detail

Offer Details

- Full-time salaried position; compensation DOE.
- Full benefits package offered, including but not limited to: medical and life insurance, dental insurance, vision insurance, 401(k) retirement plan with matching employer contributions, paid time off, and paid holidays.