



FAA CRS# L2ZR265X
FAA PMA# PQ1040SW

2100 East Highway 290 • Dripping Springs, TX 78620
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JOB POSTING

Position: Supply Chain Coordinator
Locations: Dripping Springs, TX (Austin, TX area)
Description: Expanding Avionics Systems Integration Company seeks Supply Chain Coordinator position responsible for driving down costs and lead times/schedules risks.

Company Quality Policy:

L2 is committed to quality and continuous improvement in all areas of our organization. We provide solutions based on our customers' needs and are dedicated to ensuring that all expectations are surpassed. We are fanatical in ensuring our solutions meet or exceed regulatory and customer requirements. Working as a team, all employees are involved in the continuous quality improvement process to ensure that the company goals for quality, timeliness, responsiveness and innovation are met, thereby ensuring customer satisfaction.

Primary Responsibilities:

- Suggest, identify and implement cost reduction strategies with regards to purchased parts/services/supplies
- Create all Purchase Orders
- Follow and update L2's purchasing policies and procedure
- Maintain and report supplier performance metric to the Parts and Materials Manager
- Support maintenance of L2's approved supplier list
- Involved with SLA's (Service Level Agreements) currently in place and support establishment of new Master Agreements between suppliers
- Liaison to accounting, production, quality and engineering. Areas of support include billing inquiries, materials requirements, parts discrepancies and price & lead inquiries
- Report budgeting, costing and cost saving to Parts and Materials Manager
- Review inventories and maintain stock balances of established Re-Order Point parts as required
- Review deliveries against the orders
- Track and report status of all purchases
- Deal with non-supplied, under orders, over orders and damaged goods
- Ensure Company Amex purchase invoices are sent to accounting for payment
- Produce and maintain all reports
- Must pass 10-year security clearance background verification and submit to company's DOT/FAA Part 145 Drug and Alcohol Abuse Program
- All duties assigned by Manager of Parts and Materials

Preferred Qualifications:

- High school diploma or trade equivalent
- Minimum 5 years' experience in Supply Chain or purchasing
- Excellent Microsoft software including extensive use of Excel spreadsheets, Word and Power Point.
- Excellent communication skills
- Must be able to work with minimum supervision
- Must be detail oriented within a fast-paced environment
- Ability to meet or exceed deadlines
- Experience working in conformance with a quality system
- Must be able to work overtime and weekends as necessary
- Must be legally able to work in the USA and supply required supporting documentation for I-9 Form

Contact: careers@L2aviation.com

L2 PROPRIETARY AND CONFIDENTIAL INFORMATION