

Junior Purchasing Agent

Greensea IQ is a dual-use robotics company transitioning mature solutions developed for and by the defense industry to the commercial markets for high impact.

Greensea IQ is uniquely positioned to capitalize on the growing Blue Economy that is being driven by the demands for scalable and persistent ocean protection, net-zero emissions in shipping, alternative energy sources from the ocean, and understanding the impact to the seas as our climate changes.

As a world leader in autonomous underwater robot technologies, we deliver high impact solutions to meet the growing demand for efficiency, safety, and scalability across the entire Blue Economy.

Job Description

The Junior Purchasing Agent will work directly with the Purchasing Lead and the manufacturing group to assess the supply and demand of a manufacturing organization. Managing the day-to-day procurement activities, supplier interface, and internal needs will be vital to the success of this position. Primary focus areas will be on re-supply of released materials for the manufacturing group, following up with suppliers and coordinating material supplies internally. The ability to work in a fast-paced, dynamic, growing environment will be essential.

Responsibilities

- Develop and maintain strong relationships with Greensea IQ's supply chain.
- Obtain quotations, negotiate pricing and terms, and execute purchase orders.
- Interact with suppliers to schedule delivery times and resolve shipping errors.
- Communicate delivery schedules and issues or blockages to the manufacturing team.
- All other responsibilities as reasonably assigned.

Requirements

- Bachelor's degree in business, accounting, or another related field.
- 3+ years of Purchasing or other relevant experience, manufacturing environment preferred.



- Excellent communication skills, both written and verbal.
- Good problem-solving and time management skills.
- Highly organized and detail oriented.

To apply, please send your resume, salary requirements, and cover letter to careers@greensealq.com as PDF documents. The candidate must be eligible to work in the United States. This position is based in Plymouth, MA. Annual salary range: \$60-70k.

Greensea IQ (www.greensealq.com) is an equal opportunity employer. We offer a casual and fun work environment and provide our employees training and continuing education opportunities. Greensea IQ offers competitive salaries and a complete benefits package, including full health insurance, 401(k), and paid vacation, holiday, and sick leave.