



Buyer/Planner – Control Units

AXON Energy Services is a global oilfield equipment manufacturer, engineering provider, and aftermarket service company. We are looking for an experienced Buyer/Planner for our Houston facility. We offer competitive compensation, an extensive benefits package and future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees where people can learn and grow with the company. Axon is an Equal Opportunity Employer.

Job Duties:

- Coordinates all activities related to procurement of a commodity beginning with intent to purchase through delivery.
- Analyzes the requirements of the commodity, including preliminary specifications, preferred supplier, and date commodity is needed.
- Solicits and evaluates proposals for the requested commodity.
- Negotiates the lowest possible cost for the commodity balanced against the optimum quality and schedule needs.
- Assures that the commodity is delivered on schedule, at the negotiated price, and meets the quality standards of the company.
- Evaluates written data, such as job orders, product specifications and operations sheets, parts and materials inventory lists, and machine and worker production rates, to establish efficient allocation and scheduling of parts, materials, machines, and sequences of operations and workflow.
- Compiles data from sources such as contracts, purchase orders, invoices, requisitions, and accounting report and enters the information into the computer system to maintain inventory, purchasing, shipping, and other records.
- Reviews the back-order file to make allocation adjustments or shipment adjustments as stock becomes available.
- Assists with tracking inventory, verifying material in active jobs and shipping, and receiving as necessary for Control products.
- Ensures quality control standards set by engineering are implemented in procurement documents and work orders.

Skills and Experience Required:

- High school diploma or general education degree (GED).
- Three years purchasing and planning experience in the oil and gas equipment manufacturing industry.
- Inventory Control experience a plus.
- Experience with BOP Control Units a plus.
- Strong knowledge of logistics, contract management, and supplier management
- Proficient in using procurement systems and tools
- Excellent analytical skills with the ability to conduct data analysis and make informed decisions
- Detail-oriented with strong organizational skills
- Effective communication skills for collaborating with internal teams and external suppliers
- Ability to work independently as well as in a team environment
- Familiarity with root cause analysis techniques for problem-solving in the supply chain

- Knowledge of supply chain processes including buying, procuring, planning, and inventory management