



**Buyer/Planner I**  
**Houston, Texas 77086**

AXON Energy Services is a global oilfield equipment manufacturer, engineering provider, and aftermarket service company. We offer competitive compensation and benefits. Axon is an Equal Opportunity Employer.

**Essential Duties - Buyer**

- 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.
- Investigates and/or interviews potential suppliers to determine if they meet the specified requirements.
- Advises team members or management on the appropriate supplier to be used.
- 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.
- Maintains timely control of orders, amendments, shipping notices, and other documents to assure accurate retention of records.
- Assists accounting with vendor invoice discrepancies.
- Assists QA and Engineering with vendor non-conformance issues.

**Essential Duties - Planner**

- Reviews sales orders for validity and accuracy per our quote and customer contract.
- Advises and or makes appropriate adjustments.
- Prepares costing information and assist with quotation pricing.
- Prepares and notifies delivery estimates at quotation stage.
- Analyzes order status report to determine the manufacturing and or purchasing requirements of the sales order.
- Generates shop orders, purchase requisitions as dictated by inventory availability.
- Monitors order progress in engineering, purchasing and manufacturing, reporting progress to the sales coordinator for submittal to customer.
- Exercises excellent inventory control disciplines by utilizing existing materials and ensuring transactions and changes are correctly applied.
- Expedites/clears parts through receiving inspection.
- Monitors raw material/procurement progress and report.
- Issues shop order requests to manufacturing engineering and releases shop order stop manufacturing according to MRP plan and/or customer requirements.
- Prioritizes and expedites interfacing departments to maintain delivery schedule by utilizing computer-generated reports.
- Creates, monitors and updates schedule. Monitors engineering revisions and updates components to current revision for purchasing/manufacturing/stock.
- Reviews system reports for engineering releases or changes to drawings and bills of material.
- Develops and maintains manufacturing schedule using computer software.
- Must be available and willing to travel as the employer determines necessary or desirable.
- Coordinate third-party inspection requirements with quality engineering and manufacturing.
- Coordinates NCR dispositions.

**Must have the following Skills and Experience:**

- Bachelor's degree and up to three years related experience and/or training; or equivalent combination of education and experience.
- Purchasing experience in oil and gas industry preferred.

Send resumes to: <mailto:resumes@axon-es.com>