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Purchasing Agent for Industrial Supply Store at Portsmouth Naval Station

April 05, 2013 - July 06, 2013

Location: kittery, ME

Salary Range: 40,000-60,000

Benefits: Full

Employment Type: Full Time

Department: Purchasing

Description: Noble is a leading provider of integrated supply, procurement, and logistics solutions to Government and businesses worldwide. Noble has been streamlining the procurement process in support of our customers since 1982. We are looking for great people to join our growing company.

Veterans Please Apply !

The Noble Purchasing Agent will:

- *Coordinate Purchasing activities
- *Maintain purchasing documents
- *Negotiate with vendors
- *Become familiar with product mix and provide product expertise to customers.
- *Prepares requests for quotes (RFQs) and requests for proposals
- *Issues purchase orders, revised pricing and purchasing information
- * Tracks inventory and places replenishment purchase orders
- *Reviews records to verify delivery and receipt of goods, resolves problems, reorders, and updates billing and account information with vendors
- *Material Authorization (RMA) for unwanted, damage, surplus shipments

Qualifications: Prior Military experience is an asset.
 Bachelors' Degree in Business or related field,
 Minimum of 1 years of Buyer - Procurement Specialist – Purchasing experience preferred within Government or Military.
 Strong verbal and written communication skills
 Strong financial, analytical and audit skills
 Candidate must be motivated with a positive attitude and strong leadership skills
 Must be able to multi-task and meet multiple deadlines
 Strong problem solving skills and works well under pressure
 Advanced Data Entry skills and MS Office experience (Word, Excel, Outlook, PowerPoint and Access)
 Experience with Oracle software and large ERP systems .

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Program Manager for Industrial Supply Store at Portsmouth Naval Station Kittery,ME

June 06, 2013 - July 21, 2013

Location: Kittery, ME

Salary Range: 35,000- 75,000

Benefits: Medical, 401K, Profit Share, Paid Leave

Employment Type: Full Time

Department: Business Development

Description: Noble is a leading provider of integrated supply, procurement, and logistics solutions to Government and businesses worldwide. We offer great benefits, competitive pay, a casual work environment, and an opportunity to grow professionally while supporting our men and women in uniform both domestically and overseas. Currently we are seeking a Program Manager at our New London Sub Base location. This is a business development role and will require someone who possesses a strong entrepreneurial spirit. Customers will vary from front line base customers to base leadership and administration. Computer skills should minimally include Microsoft Word, PowerPoint and Excel.

Work is based on at Portsmouth Naval Station in Kittery, ME . The ideal candidate will be a person formerly in the military and stationed at the Base or a military spouse with similar qualifications. Supply Chain experience a Major Plus.

Duties: * Manage Industrial Supply Store located at Portsmouth Naval Station that offers products to Facilities Maintenance Customers.

- Carry out direct sales activities in order to meet company defined quotas.
- Provide management with sales plan on a monthly basis.
- Generate quotes for customers and assist them in identifying optimal funding vehicles.
- Work with support teams (purchasing, accounting, warehouse, etc.) to ensure that orders are delivered in a timely fashion.
- Provide outstanding customer service, regularly following up on closed sales to ensure delivery and quality were as promised.
- Make calls, face to face, in store and via telephone prospecting to develop new business opportunities on New London Sub Base.

Manage in store staff as well as providing awareness communication to the base supply contract officers.

- Qualifications:**
- Bachelor's Degree from an accredited college or university or 4 years+ Military Service
 - 2 years' experience with MS Office applications, particularly Excel
 - Excellent communication skills—writing sample will be requested
 - Outgoing personality—must be comfortable talking to new people and creating relationships
 - Must be able to work independently as well as in a team environment
 - Superior organizational, problem-solving, and multi-tasking abilities
 - Prior military supply experience an asset.

We are proud to be an Equal Opportunity Employer.

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