



Job Title:	Purchasing Agent	Position Type:	Full Time
Location:	Sheridan, WY	Date Posted:	07/02/2026
Level/Salary Range:	Non-exempt/Hourly; \$22-\$31+DOE	Posting Expires:	When filled
Other Requirements	On-Site Position		

Submission Information:

Kennon is an equal opportunity employer and will seriously consider every qualified applicant interested in joining our growing team. Please provide a cover letter, resume, and at least one personal and two professional references submitted through our webpage: <https://kennonproducts.com/careers/>

Questions or accessibility issues may be directed to: recruiting@kennoncovers.com

Job Description

Job Purpose

The Purchasing Agent is an essential contributor to Kennon’s manufacturing operations, responsible for the timely and accurate procurement of the raw materials, components, and supplies that keep production moving. This role owns day-to-day buying and supplier management, including placing purchase orders, negotiating price and delivery, evaluating and scoring suppliers, and ensuring purchased materials meet our quality and contract requirements. Kennon is a low-volume, high-mix environment that serves regulated aerospace, defense, and healthcare markets, the Purchasing Agent helps safeguard supply continuity, cost, and compliance.

As part of the Supply Chain team and reporting to the VP of Financial Planning & Analysis, the ideal candidate brings integrity, dependability, and sharp attention to detail, along with the discipline to establish and uphold rigorous purchasing and inventory standards. This is an excellent opportunity for a resourceful, proactive person who is comfortable wearing multiple hats and takes pride in doing things right. Further, you will help in the development and continuation of the business owner culture by modeling our core values of integrity, caring, daring, and responsiveness.

Job Duties/Responsibilities

Procurement & Supplier Management

- Place purchase orders for raw materials, components, consumables, and supplies in accordance with company policies, production needs, and inventory targets.
- Determine and negotiate pricing, delivery, and terms with suppliers; pursue quantity price breaks and economical order quantities.
- Evaluate, select, and onboard suppliers based on Kennon supplier criteria; source new and alternative suppliers as needed, including for single-source or high-risk items.
- Maintain Kennon supplier records (Supplier Status, Risk Record, and Supplier Evaluation Record) and perform annual supplier scoring.
- Issue Supplier Corrective Action Reports (SCARs) as necessary; verify proper problem resolution and preventive action.
- Communicate Kennon supplier criteria and performance expectations; partner with suppliers on quality concerns and drive resolution.



- Communicate high-risk supplier issues to leadership and assist in developing risk-mitigation plans.

Inventory & Order Management

- Coordinate with Manufacturing and Engineering to forecast material requirements based on production schedules and product launches.
- Evaluate inventory reorder levels and quantities for the most cost-effective purchasing of inventory and supplies.
- Manage blanket purchase orders and monitor on-hand versus required quantities.
- Proactively identify potential shortages or overages and recommend corrective actions.
- Expedite purchase orders as necessary to ensure uninterrupted manufacturing flow; report delinquent materials that may affect the production schedule.
- Perform inventory control duties, including monthly cycle counts, to maintain accurate inventory records.
- Monitor stock levels and reorder points using Kanban and other inventory control systems.

Compliance & Documentation

- Communicate and document flow-down requirements as applicable, including Berry Amendment, DPAS ratings, traceability, and other contract or regulatory requirements (e.g., DFARS, EAR).
- Maintain item and material traceability information and records as required.
- Maintain accurate, complete purchasing documentation in accordance with ISO 9001 and AS9100 requirements.

Receiving & Documentation

- Assist in the receiving process by verifying purchase order accuracy, conducting visual inspections, and ensuring proper material handling into stock.
- Ensure purchasing documentation is complete, accurate, and maintained in accordance with ISO 9001/AS 9100 standards.

Collaboration & Continuous Improvement

- Collaborate with Manufacturing, Quality, and Engineering to address material constraints, specification changes, and new product needs.
- Identify and implement improvements to purchasing and inventory practices; consistently uphold procurement standards.
- Exemplify and model the company's core values of integrity, caring, daring, and responsiveness.
- Perform other purchasing, inventory, and supply chain duties as required.

Minimum Qualifications & Requirements

Our ideal candidate will bring a combination of reliability, attention to detail, and a drive to do things right. We will weigh aptitude and work ethic alongside direct experience:

- 2+ years of purchasing, materials, or inventory experience preferred, ideally in a manufacturing environment; equivalent aptitude, dependability, and a strong work ethic will be considered in place of direct experience.
- High level of integrity and dependability, with the discipline to follow and uphold purchasing and inventory standards.
- Strong attention to detail, accuracy, and organizational skills, with the ability to manage multiple priorities and meet deadlines.



- Comfort working in ERP/MRP systems (Masterplan or similar) and intermediate Microsoft Excel skills, including combining and analyzing information across systems.
- Effective written and verbal communication, with the ability to build productive relationships with suppliers and internal teams.
- Sound judgment, problem-solving ability, and a proactive, continuous-improvement mindset.
- Familiarity with ISO 9001 / AS9100 quality systems or regulated manufacturing (DFARS, EAR, Berry Amendment) is a plus; a willingness to learn these requirements is essential.
- High school diploma or equivalent required; an associate's or bachelor's degree or coursework in business, supply chain, or a related field is a plus.

Physical Requirements

- Ability to stand and walk for extended periods.
- Ability to lift up to 40 pounds occasionally (from floor to table)
- Ability to bend, reach, kneel, and perform repetitive motions.
- Visual ability to inspect small parts and read technical documentation.

What We Offer

- Kennon is 100% employee-owned. When you join our team, there is a pathway to participate with a real stake in our success.
- Shared success: As an independent, employee-owned company, the value you help create stays with the people who create it.
- Health coverage. Medical, dental, and vision plans to support you and your family.
- 401(k) retirement savings. Set aside your own contributions through our 401(k) plan complementing ESOP ownership.
- Vacation and Sick PTO plus paid holidays.
- Real ownership of the purchasing function. The authority to manage suppliers and orders, and the opportunity to help establish the standards and processes the role runs on.
- Room to grow with broad exposure across Manufacturing, Quality, and Engineering.
- A diverse, high-mix product portfolio spanning aerospace, defense, and healthcare markets.

About Kennon

Kennon Products has a forty-year history of proudly designing and manufacturing quality products that protect high value assets. Founded in 1984 to provide general aviation products, Kennon has grown into a multi-faceted company with international sales. We lead with cutting edge research and development, utilization of advanced materials and composites, and delivery of diverse product lines that include: preservation of private, commercial, and military aircraft integrity; safety in behavioral health; and life-protection for our service men and women. Our success has come through consistently providing innovation, ensuring superior design, and maintaining our commitment to quality.