SEATREC

Procurement and Inventory Specialist

Seatrec is seeking a Procurement and Inventory Specialist to support the scaling of manufacturing for our autonomous profiling floats. In this role, you will work closely with our Production and Engineering teams to source materials, coordinate purchases, maintain accurate inventory records, and help ensure components are available when needed. Your work will support reliable production, cost-effective purchasing, and traceability of parts and materials. This is Seatrec's first dedicated hire for this role, offering the opportunity to establish and shape our procurement and inventory processes. We are looking for a self-starter who can take initiative, work independently, and build practical processes and documented procedures as manufacturing scales.

About Seatrec

Seatrec designs and manufactures subsea drones that generate electricity from ocean temperature gradients. Our products empower defense and oceanographic researchers to extend mission durations, optimize data collection, and reduce operational costs. By enabling the integration of advanced sensors previously limited in endurance and functionality, such as hydrophones, we open new possibilities for ocean science. Seatrec's energy harvesting core technology was developed at NASA's Jet Propulsion Laboratory and spun out of the California Institute of Technology in 2016. Seatrec is headquartered in Vista, California. Visit us at seatrec.com.

Position Responsibilities

- Source and purchase mechanical, electrical, and electronic components, raw materials, and production supplies in accordance with approved specifications.
- Request and compare supplier quotations, evaluating price, lead time, quality, and availability; negotiate purchasing terms within established approval limits.
- Create and maintain purchase orders, obtain required approvals, track order status, and follow up on deliveries to support production schedules.
- Work with Production and Engineering to translate bills of materials and planned builds into purchasing and replenishment needs.
- Monitor stock levels and recommend reorder points and safety stock based on usage, supplier lead times, and production requirements.

SEATREC

- Receive materials, verify quantities and documentation against purchase orders, and coordinate incoming quality checks with the appropriate team.
- Resolve shortages, damaged shipments, incorrect parts, and supplier quality issues; coordinate returns and replacements.
- Maintain accurate inventory transactions, part records, storage locations, and lot or serial traceability where required.
- Organize and label stock, prepare material kits for production, and record material issuance and returns.
- Perform cycle counts and physical inventories, investigate discrepancies, and coordinate approved inventory adjustments.
- Maintain supplier records and purchasing documentation, and coordinate resolution of invoice discrepancies with the team responsible for payment.
- Establish, document, and improve procurement and inventory processes and procedures, including purchasing approvals, receiving, stock organization, cycle counting, and material traceability, to reduce shortages, excess stock, and unnecessary costs while maintaining quality.

Position Qualifications

- Experience in purchasing, procurement, inventory control, or materials coordination in a manufacturing environment.
- Ability to interpret bills of materials, part numbers, and purchasing specifications and clarify technical requirements with engineers.
- Experience creating and tracking purchase orders, coordinating supplier deliveries, and resolving purchasing discrepancies.
- Working knowledge of inventory transactions, cycle counting, stock reconciliation, and material traceability.
- Experience with inventory management software is required; experience with Fishbowl Advanced is preferred.
- Self-starter who takes initiative, works independently, and can establish practical processes and documented procedures in a role being filled for the first time; strong organization, attention to detail, and ability to prioritize competing material needs and delivery deadlines.
- Clear communication and practical problem-solving skills when working with suppliers and cross-functional teams.
- Education or training in supply chain, business, operations, or a related field, or equivalent relevant work experience.

- Enthusiasm for supporting technology that advances ocean science and defense research, with willingness to learn new skills.
- Bonus: Experience sourcing electromechanical components or supporting marine technology, robotics, or small-team manufacturing operations.

Location

Full-time, onsite position at Seatrec's headquarters and manufacturing facility in Vista, California.

What We Offer

- Competitive pay
- Health, dental, and vision insurance
- Tax-advantaged retirement plan through SIMPLE IRA
- Paid Time Off (PTO)
- Opportunities to learn about ocean technology and the products your work supports
- Cross-functional collaboration with Production and Engineering
- Small team environment where your work directly impacts mission success

Equal Opportunity Employer

Seatrec is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by law.

To apply for this position, please send your resume and cover letter to jobs@seatrec.com.