



We are fast-paced, agile, customer-centric and fiercely committed problem-solvers. We run our own crews of Production Maintenance Techs inside our customers' facilities to keep their infrastructure operating smoothly. Your dedication to your craft is an asset and Amentum hires people just like you!

Amentum Onsite Hiring Event
held at the Waukesha American Job Center
2607 North Grandview Blvd., Entrance A – Suite 100, Waukesha, WI
Tuesday, March 24, 2026
8:30 AM – 11:30 AM

Maintenance Planner – Waukesha WI

- Assists in the development and maintenance of schedules and material requirements lists for maintenance activities. Review work order requirements and determine necessary resources. Develops detailed schedules, material requirements lists and plans for established product lines. Troubleshoots and monitors potential scheduling problems, maintains records. Prepares work orders based on a master production schedule, shop load and inventory requirements.

Responsibilities:

- Maintain professional and customer-oriented relationships with team members, internal and external customers and service providers, and building occupants.
- Inputting and editing data within the software program
- Maintains files and is responsible for the records retention associated with the data entry.
- Comply with all company policies and procedures and adhere to company standards.
- Perform other job-related duties and special projects as requested.
- Supports Amentum safety program.
- Participating in documenting and track of Root Cause analysis documentation timelines
- Other duties as assigned by Manager or Supervisor.

Minimum Qualifications:

- Associate's degree from an accredited college or university in industrial maintenance or computer science (equals 2 years of experience) or combination of education and 1 year experience in a maintenance related field.

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Buyer/ Procurement Administrative Specialist – Waukesha WI

Amentum requires efficient purchasing of MRO parts and supplies with organized storerooms containing appropriate inventoried parts to support ongoing maintenance operations. The MRO Buyer will help lead efforts to continuously improve these areas, while performing as the hub for all MRO purchasing.

- Typical work hours are Monday - Friday, 6:00am – 2:30pm
- **Responsibilities:**
- Accurately select, receive, and store inventory.
- Prepare and enter purchase requests for purchasing requirements.
- Verify availability of inventories for maintenance requirements.
- Maintain, audit, and reconcile inventory records and conduct inventory counts.
- Prepare and issue requests for quotations and develop substitutes if requisitioned items are not available, surveying markets for alternate sources.
- Contact vendors to obtain prices, expedite delivery of purchases,
- Correct invoice errors, negotiate credits and adjustments, inform of schedule changes and obtain satisfactory arrangements. Communicate with receiving to prevent shipment delays.
- Evaluate supplier performance, based on set criteria, relative to supplier service and product acceptability.
- Maintain effective communications with internal customers, as well as suppliers, regarding inventory levels, prices, terms, delivery, unscheduled orders, deadlines and so on.
- Process and fill stocked standard orders, special orders, and orders.
- Research and source new products and vendors as assigned.
- Participate in related staff, team and/or task group meetings to ensure the continuous improvement of processes, methods, productivity, and quality, while reducing costs.
- Maintain a professional relationship with suppliers that motivates compliance, promotes improved performance, and avoids compromising responsibility.
- Performs all other position related duties as assigned or requested.

Minimum Requirements:

- High school diploma or equivalent
- At least three (3) years prior experience in an established storeroom environment for a high tech/automated manufacturing operation.
- High attention to detail
- Possess ability to work independently and make critical decisions.
- Clear and effective written and verbal communication skills

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