

Open Position: Purchasing Manager

Location: Orlando, FL

Type: Full-Time

Reports to: CFO

Unusual Machines is a drone and drone parts supplier. The focus of the company is on the small and FPV (First-Person View) segments of the drone industry. Unusual Machines has a strong consumer channel and brand legacy as well as substantial growth in a recently launched enterprise sales channel.

We are expanding into the enterprise and defense sectors—scaling our own U.S.-based manufacturing and launching new Made in USA product lines designed to meet the exacting standards of industrial, commercial, and government applications.

Unusual Machines is seeking a proactive and detail-oriented Purchasing Manager to oversee sourcing, procurement, and inventory planning across our rapidly growing product lines in FPV drone hardware, accessories, and emerging technologies. This role plays a critical function in ensuring we maintain strong supplier relationships, optimize cost and delivery schedules, and support a seamless customer experience across eCommerce retail as well as B2B operations.

You'll work closely with our operations, engineering, sales, and marketing teams to ensure that purchasing activities are aligned with strategic growth plans.

Key Responsibilities

Procurement & Sourcing

- Identify, evaluate, and negotiate with global suppliers for materials and supplies, components, and finished goods.
- Monitor vendor performance, pricing, lead times, and compliance
- Manage RFQs, purchase orders, and contract terms

Inventory Planning & Control

- Forecast demand and manage reorders to ensure stock availability
- Coordinate with warehouse teams to optimize stock levels and reduce carrying costs
- Track shipments, resolve logistics issues, and maintain accurate ETA data

Cost & Margin Optimization

- Analyze landed cost of goods, tariffs, and propose cost-mitigation strategies
- Collaborate with finance and product teams to maintain healthy margins while ensuring quality

Cross-Functional Collaboration

- Support product launches with timely procurement and supplier coordination
- Align with engineering and product development teams on BOM (Bill of Materials) management
- Assist in international sourcing compliance, customs documentation, and certifications

Preferred Qualifications

- 3–5+ years in purchasing, procurement, or supply chain management (preferably in electronics, drones, robotics, or consumer tech)
- Experience working with overseas suppliers, especially in China and SE Asia
- Strong negotiation, communication, and analytical skills
- Familiarity with ERP systems (e.g. NetSuite)
- Experience with Shopify (or other e-commerce platforms)
- Comfort with spreadsheets, landed cost calculations, and import/tariff dynamics
- Ability to thrive in a fast-paced, startup-like environment
- Knowledge of the FPV or drone industry is a big plus

Base Salary (or) Hourly Rate: \$60,000 to \$80,000/year depending on experience

Benefits:

- Health, dental, and vision insurance (approximately 80% premiums covered by company)
- 401k plan
- Unlimited vacation time
- Equity incentives through stock options

To Apply:

Please send an email to careers@unusualmachines.com with the subject line:

[Your Name] – [Job Title] Application

Include the following:

- Your **resume** (PDF preferred)
- A brief **introduction or cover note** (in the body of the email is fine) telling us why you're interested in this role and Unusual Machines
- (Optional) Any relevant portfolio links, GitHub, LinkedIn, or work samples

We review every application and will be in touch if there's a potential fit. Thanks for your interest in joining the team.