

## PROJECT PROCUREMENT SPECIALIST

Classification: Exempt

Department: Warehouse

Reports to: Supply Chain Manager

Date:

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### **Position Overview:**

The project procurement specialist is responsible for all aspects of purchasing and the delivery of all materials for projects according to specified policies and procedures.

### **Essential Functions:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Purchase supply of products/materials for specified projects.
2. Determine the lowest cost for products/materials.
3. Negotiate contracts and costs with vendors.
4. Track and record orders. Ensuring that the correct materials are delivered to the correct project in accordance to project schedule.
5. Receive orders and document arrivals and confirming order accuracy.
6. Develop profitable purchasing strategies.
7. Analyze market and delivery systems.
8. Prepare requisitions, purchase orders and change orders.
9. Track change orders according to job.
10. Monitor order expenses.
11. Communicate performance and costs to management to include total cost, returns and credits.
12. Recommend new processes or systems for improvement; implement new ideas and strategies.
13. Organize and schedule procurements in a timely manner.
14. Communicate with vendors, clients, customers, team members and managers to align goals.
15. Process returns or damaged material per specified policies and procedures.

### **Competencies:**

1. Technical Capacity
2. Financial Management
3. Organizational Skills
4. Communication Proficiency
5. Time Management
6. Discretion
7. Decision Making

## **Qualifications and Skills**

### **Education and Experience:**

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Possession of a Bachelor's degree or higher from an accredited college or university with major course work in business, finance or any other related field; and/or equivalent industry experience.

### **Preferred Education and Experience:**

2 – 5 years of previous experience in procurement or purchasing.  
Experience in industry procedures, costs and terms.  
Experienced at compiling and following strict budgets.

### **Skills:**

Individual must be able to communicate clearly and effectively both orally and in writing. Also able to collect, analyze, and interpret data from a wide variety of sources and take appropriate actions. Also must have a working knowledge of the Microsoft Office suite.

### **Supervision Responsibility:**

This position has no supervisory responsibilities.

### **Working Conditions:**

This position operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax.

### **Physical Demands/Conditions/Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

### **Expected Hours of Work:**

Days and hours of work are Monday through Friday, 8:00 am to 5:00 pm. Occasional evening and weekend work may be required as job duties demand.

### **Travel:**

Travel is not expected for this position.

### **Work Authorization:**

Employee must be authorized to work in the United States.

### **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

\*This job in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties, and training as requested by their supervisor.

\*\* To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.

### **Signatures**

This job description has been approved by all levels of management:

Manager\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_