



## Procurement Manager

**Division: POET Design & Construction**

**FLSA Status: Exempt**

### SUMMARY

The Procurement Manager is responsible to manage POET Design & Construction's (PDC) supply of products and services including strategizing to find cost-effective deals and suppliers to support PDC. The Procurement Manager is responsible for sourcing equipment, goods and services and managing vendors by performing strategic procurement activities across multiple categories of spend, search for better deals and find more suppliers and subcontractors.

### ESSENTIAL FUNCTIONS

1. Manage the development and execute procurement and sourcing strategies.
2. Discover and investigate suppliers and subcontractors, and initiate business and organization partnerships.
3. Meet with supplier representatives regarding specifications, costs, inspection, and similar problems relating to parts and equipment.
4. Consult and collaborate closely with Engineering and Project Management in various design and procurement activities relative to product improvement and development.
5. Independently prioritize the completion of tasks and resolution of issues to ensure compliance to project deliverables. Contribute to the development of project timing.
6. Continually hone and develop procurement and leadership skills to drive competitive advantage for the Company.
7. Develop, prepare, and present data analysis to senior staff members documenting procurement strategies, competitive supply chain position, and supply base analysis information.
8. Actively participate with PDC and other internal POET organizations regarding new technology requirements, service level requirements as well as competitive cost pressures in order to determine appropriate sourcing and risk management strategies.
9. Track and report key performance metrics to reduce expenses and improve procurement effectiveness.
10. Craft negotiation strategies and close deals with optimal terms.
11. Forecast price and market trends to identify changes of balance in buyer-supplier power.
12. Perform cost and scenario analysis and benchmarking.
13. Demonstrate a high level of ethical behavior on a daily basis, and hold others accountable to the same standard.
14. Effectively manage team by recruiting, selecting, orienting and training team members. Leadership responsibilities also include delegation, coaching and performance management and career development to effectively execute departmental strategies and support company objectives.
15. Foster a culture of safe behavior and environmental compliance at all times.
16. Maintain a team environment at all times and champion POET in the community.
17. Other duties as assigned.

## **EDUCATION & EXPERIENCE REQUIREMENTS/COMPETENCIES**

To perform the essential functions of this position successfully, an individual should demonstrate the following competencies:

- Bachelor's degree in business administration, supply chain management or logistics and 4-6 years related experience; or the equivalent combination of experience and education to equal 10 years.
- Proven working experience in the procurement field, including negotiation of contracts >\$1M, and negotiation of major mechanical and civil subcontractors.
- Knowledge of sourcing and procurement techniques as well as a dexterity in "reading" the market.
- Talent in negotiations and networking.
- Good knowledge of supplier of third party management software.
- Aptitude in decision-making and experience in collecting and analyzing data.
- Strong leadership capabilities.
- Clear and concise verbal and written communication skills with the ability to interact at all levels within the organization as well as deliver oral presentations on moderately complex subject matter.
- Exemplify professionalism at all times whether communicating by email, writing, phone, or in person.
- Knowledge in Microsoft Office Suite and the ability and willingness to learn new software applications.
- Excellent organizational, time management, and communication skills as well as the ability to adapt to change.

## **WORK ENVIRONMENT/PHYSICAL REQUIREMENTS**

This position is largely self-directed and requires understanding of company policy, procedures, and values. Team members will be required to adhere to all safety requirements in all work environments. This position operates in an office environment.

Travel can be required up to 30% of the time.

Specific physical requirements may include:

- Sitting for approximately 90% of the time while working on a personal computer.
- Occasionally lifting weights of fifty (50) pounds or less.