

Procurement Manager

Job Number:

DOS004R

Manages the procurement function for assigned Strategic Business Units in accordance with policies and procedures

Principal Accountabilities:

- Recommends new policies or changes to existing procurement policies and procedures regarding purchasing systems.
- Leads in resolution of Purchase Order disputes and claim resolution.
- Performs purchasing audits as assigned.
- Interprets Terms and Conditions as flowed down in Prime Contracts.
- Contact point for suppliers, field procurement and management personnel.
- Responsible for compliance of procurement effort in maintaining an approved Purchasing System.
- Resolves supplier problems regarding schedules, quantities, manufacturers and specifications.
- Provides status to upper management of contractual related matters on assigned projects.
- Acts as a liaison with program management, material control and other various departments.
- Researches and develops new sources of supply and keeps informed of new products, manufacturing processes and price trends.
- Reviews purchase order claims and contracts for conformance to company policy.
- Supports transition teams efforts for new programs.
- Provides supervision in maximizing competition and award to Small Business.
- Provides support and review of Business Development proposal pricing efforts.
- Ensures compliance with all company policies and procedures and other practices set forth by Senior Management directive.
- Perform other duties as assigned.

Knowledge & Skills:

Fully knowledgeable of Federal Acquisition Regulations.

Knowledge of Cost and Price analysis.

Advanced negotiation skills.

Effective leadership and interpersonal skills.

Knowledge of various computer applications (i.e. Excel, Word, Project).

Good communication and organizational skills.

Physical Requirements:

Living and working conditions at the assignment location could be remote and uncomfortable.

Long hours, exposure to weather and hazardous conditions.

Personnel should be aware of moving on short notice and under adverse conditions.

Experience:

Eight (8) to ten (10) years purchasing experience.

Education:

Bachelors Degree in an associated discipline.

Two (2) years of experience in related field can be substituted for each year of the four (4) years of

college.

Travel:

Travel to and between CONUS and OCONUS locations is required.

To apply for this job please send your resume to Dawn.Toro@hrsslc.net