

6.08.17

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Procurement Specialist</b>	<b>IPP:</b>	GREEN
<b>Job Level:</b>	L2	<b>Job Series:</b>	OPS
<b>Reports to:</b>	Procurement Manager	<b>FLSA Status:</b>	Exempt
<b>Department:</b>	Operations - Procurement	<b>Division:</b>	OPS
<b>Salary:</b>	Commensurate with experience	<b>Location:</b>	Eagan, MN

**Job Summary:** This role involves planning, directing, and coordinating the activities and logistics of materials, products, and services. It requires the ability to work independently, as well as cross-functionally. Must be able to effectively engage with others and to build positive working relationships. The ability to procure for more complex accounts, to apply critical thinking and problem-solving capabilities, and to act as a “go-to” resource for the purposes of mentoring is also important.

### Essential Functions/Accountabilities:

- Represent companies in negotiating contracts and formulating policies with suppliers.
- Direct and coordinate activities in buying, selling, and distributing materials, equipment, machinery, and supplies.
- Locate vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales.
- Prepare and process requisitions and purchase orders for supplies and equipment.
- Develop and implement purchasing and contract management instructions, policies, and procedures.
- Maintain records of goods ordered and received.
- Participate in the development of specifications for equipment, products or substitute materials.
- Analyze market and delivery systems to assess present and future material availability.
- Resolve vendor or contractor grievances, and claims against suppliers.

### Competencies

- Knowledge of how procurement works
- Knowledge of transportation logistics
- Ability to work cross-functionally in the organization
- Analytical with an aptitude for numbers/mathematics/budgeting
- Technology proficiency
- Ability to troubleshoot and solve problems
- Strong communication and listening skills

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- Ability to work under pressure and to meet deadlines
- Organized with a keen sense for detail and time management
- Ability to develop and foster positive relationships
- Possess a professional and courteous manner

## Qualifications

Bachelor's Degree from an accredited college or university OR High School Diploma with relevant job experience.