



### **JOB SUMMARY**

PDC Facilities, Inc. is looking for a **Procurement Specialist** to source, negotiate, and buy goods, materials, and services to meet the Company's operational requirements. In short, ensure PDC receives the right products, at the right time, and at the right cost. Responsibilities include researching vendors/item selections, negotiating with suppliers, and working directly with the correct parties regarding status and volumes of current goods and materials on-hand. It is also the responsibility of the Procurement Specialist to ensure proper delivery of orders and work cross-functionally with other departments. This position will create and maintain relationships with key suppliers to ensure quality merchandise and on-time deliveries.

### **DUTIES AND RESPONSIBILITIES**

- Builds, maintains, and manages supplier relationships.
- Compiles data relating to supplier performance to enable evaluation.
- Evaluates contracts to identify business savings opportunities utilizing negotiation and procurement best practice tools and methods.
- Provides analysis of costs, new and existing, and reviews cost reduction activities.
- Prepares requests for quotes and proposals, including specifications, supporting spreadsheets, comparisons, recommendations, and justifications; issues purchase orders.
- Contact suppliers to resolve price, quality, delivery, or invoice issues.
- Provides liaison between vendors and departments for order status, procurement procedures, and problem resolution; communicates supply issues that may impact business operations.
- Assists the accounting department in validating, reconciling, and receiving reports, vendor invoices, and other payment documents.
- Maintains records of policies and procedures and audit guidelines.
- Tracks orders to ensure timely delivery and review the quality of purchased products.
- Expedites shipping and deliveries, monitors usage, monitors price changes, and back orders as needed.
- Assist with the review of inventory transactions and data entry, to utilize reorder points and implement other just in time purchasing processes.
- Performs miscellaneous job-related duties as assigned.

### **DESIRED QUALIFICATIONS AND SKILLS**

- Excellent organizational and written/verbal communication skills.
- Ability to investigate and analyze information, problem-solve, and draw conclusions.
- Knowledge of cost analysis techniques and vendor sourcing practices (researching, evaluating, and liaising with vendors).
- Experience in Workwise ERP
- Negotiating skills.
- Analytical skills, with the ability to create financial reports and conduct cost analyses.
- Self-sufficient and self-motivated.

- Good decision-making skills.
- Balances confidence and assertiveness with collaboration.

#### **EDUCATION AND EXPERIENCE**

- 3+ years of Buyer/Purchasing experience (DESIRED).
- Ability to recognize opportunities for operational improvement for implementation.
- Previous experience with purchasing and inventory management.
- Experience in manufacturing.

**Job Type:** Full-time

#### **Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Paid time off
- Vision insurance

#### **Schedule:**

- 8-hour shift
- Day shift
- Monday - Friday

**Work Location:** In person