



Job Posting

POSITION SPECIFICS

Job Title:	Procurement Manager
Department:	Purchasing
Reports To:	President

JOB TITLE

Summary: Auburn Mechanical is a family-owned company that is large enough to serve you, yet small enough to know you. We have a reputation for honoring our promises to deliver projects of exceptional quality by focusing on quality, value, timeliness, innovation, and safety. We cultivate long-term relationships with clients and employees, and we appreciate that our work together helps to sculpt the local community. Our dedicated professionals take pride in what they do and love where they work.

We currently seek an experienced Procurement Manager to serve in a leadership role within responsible for the staff and functions of the Product Procurement team, to include vendor management, procurement of direct equipment and materials, logistics, and distribution. Works with Executive Vice President to negotiate vendor rebates, identify and reduce liability and cost, and supply an effective and efficient service offering to field and project operations while exceeding all standards for supply chain accounting practices.

Key Goals in the First Year

- Work with ownership and stakeholders to consolidate current project-located purchasing into a central purchasing model that supports product standardization, maintains key manufacturer relationships, and maximizes rebates.
- Work with ownership to transition existing tool warehouse into a separate division. Involves understanding of existing pricing guidelines and contract restrictions, inventory and software.

Essential Duties and Responsibilities include but are not limited to the following.

- Work with Executive Vice President to identify rebate opportunities, evaluate historical product performance, and assist with volume discount negotiations. Yearly review of product performance with Procurement Manager, Manufacturing Manager, and Field leadership.
- Work with project teams in support of strategic project procurement, including coordination of product submittals, LEED and equity vendor recommendations
- Oversee and participate in the procurement functions for the organization to the betterment of Auburn Mechanical's strategies and objectives.
- Negotiate with vendors to ensure a dependable supply of equipment and materials while ensuring below market cost advantage.
- Maintain and monitor inventory information system parameters and data integrity for material organization.

- Manage purchasing, planning, scheduling, inventory control, shipping, receiving and monitor the flow of materials.
- Purchasing materials, supplies, equipment, and services. Examining and resolving shortages and quality issues.
- Oversee vendor sourcing and qualification process. Monitor and document the performance of outside vendors.
- Develop and manage Procurement Department budgets, capital plans and business plans.
- Manage Procurement staff and associated resources.
- Facilitate inventory control in field operations through implementation of SOP's and providing training and audits.

Supervisory Responsibilities

This job has supervisory responsibilities for Purchasing, Warehouse Support, Tool Manager and Driver.

Diversity: Auburn Mechanical values our differences and recognizes the importance of diversity and equity in the construction industry and in our community at large. We will not discriminate against candidates based upon race, national origin, gender, age, religion, disability, sexual orientation, gender identity, veteran status, marital status or any other characteristics protected by law.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Understanding and experience with all facets of Supply Chain in a multitude of dynamic industries.
- Ability to lead staff through adverse business situations with positive outcomes.
- Create an environment where innovation is celebrated and valued.
- Thorough understanding of a principles of inventory management, organizational development and associated accounting practices.
- Excellent oral and written communications skills, as well as strong negotiation skills.
- Ability to interface with all levels within the company from Field to upper management.

Key Attributes

- Proactive problem-solver and intuitive.
- Team oriented
- Honest, humble and possesses a great sense of humor
- Clear communicator with the ability to admit mistakes
- Servant leader and effective delegator, who puts the team first
- Ability to drive best practices while respecting existing structures
- Take charge with proactive leadership and fair resolution on any project issues

Education/Experience

- Prefer 8-12 years of purchasing/procurement experience and a thorough understanding of supply chain management.
- At least 3 years' experience managing a team of individuals and/or a department.
- Experience in construction industry supply chain management preferred.
- HVAC, Plumbing and tool management knowledge helpful.

Computer Skills

- Advanced knowledge of Microsoft Office software products including PowerPoint, Word, Excel, and Outlook. Viewpoint by Vista preferred.
- ToolWatch experience desired.

Certificates and Licenses

- APICS Certification(s) as a Certified Production Inventory Management preferred.
- 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.

Please apply, including a cover letter explaining your interest in this position and how your experience and qualifications are a good fit.

WORKING CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- This position has responsibilities in both an office environment and ambient warehouse shop area. Noise level is moderate.
- Use of proper PPE including footwear, eye protection and any others that the assigned project requires is mandatory.
- Field audit and training will include working outside and could provide exposure to a variety of elements.

Physical Demands:

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

While performing the duties of this job, the employee is regularly required to sit for long periods of time, regularly walk and climb stairs. The employee must constantly reach with hands and fingers and use hands to type and finger. Employee must be able to work in close contact with small and large groups. Frequent hearing and talking is required.

Travel to customer sites. Rare overnight travel is possible.

The employee is occasionally required to lift up to 35 lbs.