

Procurement Specialist

Martin Energy Group (MEG) has been a leading Combined Heat and Power (CHP) company since 1976 with manufacturing and service shops in multiple locations throughout North America, Australia, and Puerto Rico. MEG provides project and product design, feasibility studies, engineering, manufacturing, testing, commissioning, remote monitoring, maintenance and service, engine rebuilds, controls and instrumentation. Martin Energy is the leading supplier in North America of biogas, natural gas, and other alternative fuel-based CHP packages with over 600 operating systems in every climate and industry.

Job Summary

Procurement Specialist will lead the integration of procurement processes and systems at Martin Energy Group. Procurement Specialist will play an important role in maintaining the performance and success of the company by driving exceptional supplier performance and minimizing risk. The ideal candidate will work closely with Engineering Department, Manufacturing shop and key Procurement stakeholders to ensure implementation meets CHP projects timeline and uses in-depth knowledge of markets, suppliers, and company requirements to maintain availability of cost-effective suppliers while maintaining appropriate quality standards and specification.

Responsibilities:

- Develop and implement procurement procedures, policies and strategies to deliver cost reductions and process simplification
- Creatively source new vendors and subcontractors around the country and globally
- Ensure that vendors and subcontractors go through a prequalification process to mitigate the risks associated with the procurement
- Execute RFQ's and RFP's, and confer with vendors to obtain product or service information, such as price, availability, and delivery schedule.
- Evaluate subcontractor and vendor quotes
- Select and negotiate the best purchase package in terms of quality, price, terms, deliveries, and services with suppliers.
- Issue Purchase Orders within delegation of authority
- Ensure materials comply with project specifications and subcontract scopes are clearly defined
- Monitor progress of fabrication and of buyouts, expedite delivery and communicate procurement statuses timely and accurately
- Oversee transportation and delivery requirements of purchased products.
- Discuss defective, shortage or unacceptable goods or services with Quality Inspection or Quality Assurance personnel, users, vendors, and others to determine source of error and take corrective action
- Develop and manage subcontractor and vendor business relationships to ensure an atmosphere of trust and ongoing partnership
- Coordinate with production and forecasting of inventory levels and shop capacity to execute make-buy decision with vendors
- Research and identify new technologies and/or materials for cost savings and improved efficiency

- Analyze trends in vendor pricing and sales activity to determine correct timing of purchases.
- Assist project teams with change order preparation when needed

Requirements:

- Three to five years procurement experience in the manufacturing environment or other related industries
- Bachelor's Degree in Business, Supply Chain Management, Engineering, or related field
- Proficiency in Microsoft Office programs
- Experience working with cross-functional team to define, scope and prioritize key product requirements.
- Manage multiple projects under time constraints with minimal direction and supervision
- Excellent communication and negotiating skills
- Must be able to travel occasionally and work at an outside location

Knowledge, Skills and Abilities Requirements:

- Highly organized and effective manager of both time and resources
- Ability to drive to meet goals without direct supervision
- Demonstrate personal commitment to meeting the needs of the business; internal stakeholders

Preferred Qualifications:

- Procurement experience with mechanical and electrical equipment (pumps, VFD, piping, valves, etc.)
- Prior experience with reciprocating engines is a plus
- Strong oral and written communication skills - able to effectively communicate highly technical requirements and their financial impacts throughout the organization while being culturally sensitive to the audience.

Seniority Level

Associate Level

Industry

- Manufacturing
- Oil & Energy

Employment Type

Full-time

Job Functions

- Procurement
- Purchasing
- Supply Chain

Pay Range: \$50,000 - \$80,000