



TITLE: Procurement Manager

JOB SUMMARY: The Procurement Manager works closely with Estimators, Project Managers, Project Engineers, Superintendents, Accounting members, and Facilities/Shop to identify, analyze, track, and quantify the material and equipment needs to complete construction projects profitably. Supports Operations team through expertise, service, and delivery of necessary materials and equipment.

REPORTING:

- Reports to: Chief Financial Officer
- Direct Reports: Project Engineer

KEY PERFORMANCE INDICATORS:

- Materials Profitability / Estimated vs. Actual
- Equipment Profitability / Estimated vs. Actual
- Assures that materials and equipment are delivered accurately and on-time
- Positive working relationships with vendors and team members

JOB COMPETENCIES:

- Process Management
- Organization
- Research
- Decision Making / Decisiveness
- Influencing / Negotiating

DUTIES & RESPONSIBILITIES:

- Works with team members, vendors, suppliers, and customers for planning, organizing, and scheduling materials, supplies, and equipment
- Coordinates job site deliveries of materials and equipment
- Ensures equipment (owned or rented) is tracked and efficiently utilized across job sites
- Researches current market conditions and costs for materials
- Assists the Project Managers and Operations staff by giving them background, materials lists, knowledge, blueprints, and scopes of work associated with projects
- Works with Project Managers to review actual job costs vs. estimated job costs to help maintain profit margins
- Submits or coordinates the submission of material submittals
- May assist from time to time in the scheduling, management, or organization of projects
- Manages and organizes inventory of nails, fasteners, and consumables
- Participates in team meetings and committees' relevant to key responsibilities
- Provides input to overall direction of company to owners and key leaders
- Provides research and background information on capital purchases such as trucks, forklifts, and equipment to owners
- Helps or facilitates purchases and sales of company owned equipment
- Serves as a secondary facilitator to check-in and check-out tools
- Handles complaints and conflicts from customers, vendors, and employees as it relates to procurement
- Maintains vendor relationships
- Other duties as assigned

SKILLS & CERTIFICATIONS:

- Effective communication skills. Written skills should include proper spelling, punctuation, and sentence structure.



- Ability to read and understand construction documents including: blueprints, structural drawings, specification books, and addendums
- Excellent mathematic and algebraic skills
- Ability to negotiate contracts and pricing from vendors
- Adept at using technology, including basic trouble shooting skills
- In-depth knowledge of and working knowledge of Microsoft Business Suite – specifically Excel and Word
- Experience with estimating and take-off procedures
- Willingness to learn new technologies and/or software
- Ability to meet tight deadlines
- Previous carpentry estimating experience is desirable, but not necessary
- Holds Forklift Certification
- Holds valid Driver's License

PRIVILEGES & AUTHORIZATIONS:

- Use of company vehicle and fuel card as needed
- Company provided cell phone or reimbursement
- Office space (may be shared space) and designated computer (laptop or desktop)
- Limited access to accounting files (both digital and hard copy)
- Access to project drives and files (both digital and hard copy)
- Access to tool cages and storage rooms
- Authorized to make purchases on company accounts and credit cards
- Authorized to schedule deliveries

WORKING CONDITIONS:

- 10% of time is spent working at job sites. Some driving is required. Valid driver's license is required.
- Environmental /Sensory: From time to time, must work outside in all different weather conditions including extreme cold and extreme heat. The Procurement Manager may be exposed to unpleasant sights and smells. He/she may at times be exposed to dangerous and /or toxic substances and must take necessary precautions to protect eyes, nose and skin irritation and infection.
- Mental: (conditions that may lead to mental or emotional fatigue) The Procurement Manager must complete assigned tasks in a timely manner. He/she must be able to effectively deal with the public in a courteous and respectful manner.

PHYSICAL:

- Job may at times be physically strenuous and demanding at times
- Job requires sitting, standing, bending, stretching, and twisting

HAZARDS:

- Normal hazards associated with construction environment
- Normal hazards associated with office environment

COMPENSATION:

- Salary (commensurate with experience)
- Paid Time Off program
- 401k – available after eligibility requirements are met, including match
- Health Insurance – Management Rate
- Dental and/or Vision Insurance – Payroll deduct
- Life Insurance – Base policy w/ option to payroll deduct additional amounts



I understand and accept the components of the job description listed above as my primary role at Wolf Construction. I realize that additional duties may be added. I also understand that my performance will be evaluated based primarily on this job description.

Name (printed)

Signature

Date