

Status: Exempt

Reports To: *Senior Purchasing Agent*

Job Description

Responsible for all procurement and purchasing activities on assigned projects. Requires a high degree of professional integrity, ethics, and confidentiality.

Typical Duties:

Typical duties will include but not be limited to the preparation and/or modification of the following:

- Specifications and inquiry preparation, purchasing, expediting, bid analysis, and invoice auditing for manufactured equipment and bulk materials.
- Standard purchasing forms, including bid requests, material requisitions, purchase orders, logs, reports, trending.

Essential Functions:

Responsibilities will include but not be limited to the following:

- Support engineers and estimators in preparations of estimates by contacting vendors for “budgetary pricing” for equipment and materials.
- Implementation of contracting strategies and contracts for construction and professional services, and other services in support of capital projects for our Clients.
- Responsible for support and guidance to engineering personnel, Project Managers, and Construction Managers on formation, implementation, and administration of contract/subcontract procedures.
- Ensures that all contract administration procedures are followed and executed in a professional manner.
- Responsible for assisting and advising Project Managers with ongoing administration of our contracts with Clients and for ensuring adherence to established contract and procedures and requirements.
- Typically supports Eichleay’s’ engineering projects, which may or may not include construction management.
- Able to communicate with vendors, technical resources, and Clients.
- Must be able to work in a schedule-driven environment. Timing is a critical function.
- Must be able to manage budgets and avoid delay costs including shipping

Procurement authority will include:

- Issuing purchase order, contracts and change orders.
- Development of vendors and/or contractors.
- Cost control, change control, and scheduling.

- Expediting orders, quotations, backorders, scope changes, etc.

Education/Experience:

- Minimum six years experience in the purchase of specialized process equipment and technical services; or
- Equivalent combination of education and experience.

Skills and Special Requirements/Licensing:

- Refinery engineering/procurement experience is preferred.
- Ability to read drawings, use of AutoCAD a plus.
- Competent with MS Excel based purchasing system.
- BATC Safety Training.
- Experience in working with multiple discipline projects.
- Excellent computer skills in Microsoft Office.
- Pre-employment drug and alcohol screening.
- Background screening including previous employment, education, criminal history, and driving record verification.

Work Environmental & Physical Demands:

The characteristics described below are representative of those encountered while performing the essential functions of this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

- While performing duties of this job, would occasionally be required to stand, walk, sit, reach with hands and arms, climb or balance, stoop or kneel, talk and hear, and use fingers and hands to feel objects, tools or controls.
- Must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required include close vision, distance vision, depth perceptions, and the ability to adjust focus.
- Overtime may be necessary as workloads dictate. This may include weekdays, weekends and/or holidays.
- Job will generally be performed in an office environment, but may require travel to visit a Client's office, production facility or industrial/construction job site. Conditions will vary at each location, but the conditions listed above will generally apply.
- May be assigned to work at a Client's office, facility or site for an extended period of time. Conditions will vary at each location, but the conditions listed above will generally apply. When performing outside Eichleay's office, appropriate safety training and safety equipment will be provided by Eichleay and/or Client as required.