

Job Posting

Procurement Specialist

Tuscaloosa, AL

Main Objective:

The Procurement Specialist is responsible for interpreting engineering drawings, calculations, bills of material, and specifications to procure needed raw materials and services to support fabrication as well as maintaining vendor relationships and ensuring a cost-effective and efficient supply chain. Must compile and maintain records of business transactions and office activities of the organization. Responsible for performing all job duties in accordance with applicable work instructions and standards.

Reports to:

Procurement Manager

Key Responsibilities and Expected Results –

Sourcing and purchasing of materials and services:

- Identify and evaluate potential suppliers in both international and domestic markets
- Solicit and analyze quotes, proposals, and bids.
- Negotiate pricing, terms, and conditions with suppliers to achieve the best value.
- Prepare and issue purchase orders and contracts.
- Track and manage orders from placement to delivery.
- Coordinate with logistics partners to ensure most cost-effective, on-time, shipment and delivery.

Supplier Management:

- Build and maintain strong, long-term relationships with key suppliers.
- Monitor vendor performance, quality, and delivery timeliness.
- Resolve issues related to quality, delivery, or invoicing.
- Maintain an up-to-date database of approved suppliers.
- Research potential new suppliers.

Cost Management and Analysis:

- Conduct market research to stay informed about industry trends and pricing.
- Identify opportunities for cost savings and process improvements.
- Analyze spending data and prepare reports for management.
- Work with internal departments to forecast their procurement needs.

Documentation and Compliance:

- Ensure all procurement activities comply with company policies and legal regulations.
- Maintain accurate and organized procurement records, including purchase orders, contracts, and supplier information.
- Prepare and process all necessary documentation for payment and record-keeping.

Collaboration:

- Collaborate internally with: (sales, engineering, production, finance) to understand their requirements and timelines.
- Communicate effectively with all parties to ensure a smooth procurement process.

The foregoing is an outline of key responsibilities and expected results. Due to changing circumstances and SHECO's desire to constantly improve systems and processes, you may be required to work and perform other duties deemed to be within your capacity.

PERSON SPECIFICATION

Education

High School Diploma or Equivalent

Experience:

2-5 years of experience in a procurement, purchasing, or supply chain role.
Proven experience in negotiating contracts and managing vendor relationships.
Experience with procurement software and ERP systems (e.g., SAP, Oracle, NetSuite or Other).

Basic Skills:

Excellent negotiation and communication skills.
Strong analytical and problem-solving abilities.
Attention to detail and high level of accuracy.
Ability to work independently and as part of a team.
Strong organizational and time management skills.
Ability to work with and apply mathematical concepts
Ability to manage multiple projects simultaneously.
Effective time management skills and the ability to handle competing priorities.

Computer Skills:

Must be proficient in Microsoft Office Suite, especially Excel for data analysis and reporting.
Experience with procurement software and enterprise resource planning (ERP) systems (e.g., SAP, Oracle, NetSuite, Coupa, Ariba, Etc).
Familiarity with digital communication tools, such as email, and web browsers.

Other Helpful Skills:

Basic understanding of shell and tube heat exchanger terminology.
Fundamentals of ASME steel manufacturing and fabrication processes, including welding and machining is a valued plus.

Travel:

Some occasional travel may be required for supplier visits, audits, trade shows, etc.

SAFETY:

All employees are expected to adhere to company safety rules.