# Procurement Engineer

The Procurement Engineer is a critical role in the HaF Equipment supply chain by overseeing and being accountable for vendor relationships and the purchases of technical equipment.

This person will support and expand our production capabilities to aid in our growth. This will be accomplished by strengthening our production levels within our current supply chain, while actively seeking out additional vendors to support the future of our business. This person will collaborate across multiple disciplines to determine equipment needs to support product development, sales and engineering.

The ideal candidate will have an analytical and technical mind. They will respond well to pressure, be able to manage priorities, and display strong leadership skills. Direct, factual but also collaborative communication skills are similarly important as you will need to work with vendors to meet financially effective and timely deadlines without jeopardizing the relationship.

See below the major objectives and functions of this role. The position may require additional duties/responsibilities that may not be outlined below. Specific functions are subject to change

## Responsibilities

- Create and maintain high-level vendor relationships as it relates to Strategy/Discounts /Expansion / NDAs.
- Continual maintenance and evaluation of an approved vendor list.
- Establish and accomplish cost reduction goals based on product category and/or industry
- Evaluate equipment suppliers and negotiate purchasing agreements for equipment
- Maintain a Vendor Engagement Plan, including use validation, scorecard, satisfaction survey, and recognition programs.

## Daily and Monthly Responsibilities

- Analyze technical data and specifications to determine the equipment needed for projects
- Develop preliminary pricing detail for sales and engineering teams based on value, project spec requirements, price, availability, service, and quality
- Create and process purchase orders based on information received from engineering, shop, field, and/or management.
- Development of inventory standards.
- Assist in maintenance of purchasing logs.
- Assist with monthly reporting as assigned by the Operations Manager.
- Ensure all shipments, deliveries, and/or returns, satisfy the assigned orders. Report any back ordered or missing products

**Job Characteristics**

- Fast-paced environment leading and controlling multiple projects simultaneously
- Develop new ideas, systems, and techniques and improve existing systems
- Big picture, strategic, decision making that is well thought out and analyzed
- Self-driven goals though may at times require collaboration

**Qualifications**

- Minimum 2+ years Planning, Purchasing, Inventory, Manufacturing, or Engineering experience
- Ability to interpret drawings and specifications
- Bachelor's degree in business or related field
- Experience with Outlook, Excel, Word (MS Dynamics 365 is a plus)
- Excellent communication, interpersonal, group participation, and group management skills.
- Demonstrated organizational computer and analytical skills
- Demonstrate inventory management skills for order quantity, safety stock quality, stocking determination, and identifying excess and obsolete inventories

**Skills and Qualifications**

- Minimum 2+ years Planning, Purchasing, Inventory, Manufacturing, or Engineering experience
- Experience with Outlook, Excel, Word
- Excellent communication, computer, and analytical skills
- Ability to work effectively under hurried and pressured conditions, prioritizing workload and maintaining flexibility and attitude with frequently changing priorities.
- Demonstrates Inventory Management Skills for order quantity, safety stock quality, stocking determination, identifying excess and obsolete inventories.
- Demonstrated organizational and prioritization skills.
- Ability to interpret drawings and specifications.
- Demonstrates excellent inter-personal, group participation, and group management skills.

**Preferred Qualifications**

- Bachelor's degree in business or related field
- Experience with MS Dynamics D365