



Requisition Number: 1822
Job Title: Procurement Group Manager
Location: Metairie, LA
Date Opened: 5/18/2022
Department: Procurement
Industry: Oil and Gas
Employment Type: Full-Time Regular
Part-Time Available: No
FLSA Exemption: Exempt (Eligible for Straight-Time Overtime)

Eligible for US Work
Authorization Sponsorship: No

Job Summary:

The Procurement Manager executes and oversees the procurement function for the organization which includes all phases of Project Procurement: Planning, Execution, Administering, and Closing out of equipment, materials, and contract services packages on behalf of the Corporation and its Clients. The Procurement Manager has overall responsibility for quality control and assurance of the Procurement function and approved suppliers. The Procurement Manager may also be responsible for managing other administrative support groups at the employment location.

Job Duties and Responsibilities:

- Management of staff to include selection and performance management and compensation
- Development and Administration of department and company policies
- Present procurement strategies and practices to clients
- Prepare contracting strategy and recommend alternative procurement methods
- Prepare procurement execution strategy and inform/instruct all project personnel
- Identify and recommend alternative procurement solutions and implement procurement planning
- Review and approval of Project procurement schedules
- Visit suppliers as required to pre-qualify suppliers
- Prepare bid documents in accordance with project standards
- Recommend potential bidders to project engineers and clients.
- Prepare commercial bid evaluation based on project criteria, project objectives, and business objectives
- Negotiate commercial exceptions with bidders to successful conclusion
- Resolve conflict between technical representatives/issues and commercial evaluation
- Recommend procurement options to technical staff for purchase
- Arrange and attend pre-bid meetings and document procurement issues
- Prepare purchase order and issue, monitor purchases on an ongoing basis until material receipt is confirmed and material is accepted.
- Document and Report status daily, weekly, or as needed, escalate issues which delay receipt of materials
- Review invoices for compliance and accuracy
- Prepare various technical reports to project team
- Prepare cash flow forecasts based on purchases

- Prepare and organize presentations to Senior Management and customers

Qualifications (Knowledge, Skills and Abilities):

- BS in Business Administration, Supply Chain Management or related field preferred;
- CPSM or CPM certification or ISM associate certification required;
- At least fifteen (15) years' experience in a Supply Management field required, experience should demonstrate a minimum of five (5) years' experience with management of operations and staff;
- Experience with projects and or project support work;
- Working knowledge of Microsoft Office software;
- Ability to effectively manage multiple activities simultaneously;
- Ability to work effectively in a team environment;
- Ability to adapt to change and meet deadlines;
- Strong attention to detail & organizational skills required;
- Excellent communication and presentation skills, both written and verbal;
- Working knowledge of material Advantage software and its analytical applications within 6 months of employment;
- Must be eligible to work in the US without sponsorship.

Working Conditions:

- Work is primarily conducted in an office environment (Private or Semi-Private office) but may require occasional travel to off-site work locations;
- Field duties may require outdoor work in a plant or offshore platform atmosphere;
- Interaction with other team members, as well as supervisors and client personnel;
- Working offshore or in plant and/or shop areas around production machinery with extreme noise levels;
- Must be able to wear safety equipment as required by the safety department for personal protection;
- May be at more than one job site in a day and must be able to tolerate climate changes;
- May be required to travel out of town on a periodic basis.

Physical Requirements (With or without Reasonable Accommodation):

- Must be able to lift and carry twenty (20) pounds;
- Sufficient clarity of speech and hearing or other communication capabilities which permits employee to communicate effectively;
- Ability to sit for prolonged periods of time;
- Sufficient vision or other powers of observation which permits employee to conduct analysis and investigations;
- Sufficient manual dexterity which permit the employee to perform routine office duties;
- Sufficient personal mobility and physical reflexes to perform office duties and travel when necessary to off-site locations.

Drug Free Workplace:

EDG Inc. and its subsidiaries are committed to a drug free workplace. Applicants are subject to both pre-employment hair and urine drug screens.

Post-hire, employees are subject to random, periodic, post-accident, and reasonable suspicion drug testing which may include both hair and urine drug screens. In addition to the requirements of EDG's drug free workplace program, employees may be required to sign, acknowledge and comply with drug free workplace policies or programs required by clients.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.