Job Description

Procurement Manager

The Dovetail Procurement Manager is responsible for the cost effective acquisition of materials and services to meet Dovetail needs. The position is primarily focused on satisfying the needs of external customer projects, but also assists in the evaluation and acquisition of materials, tools, rentals, leases and services for internal Dovetail needs.

Duties

The procurement manager generally deals with anything relating to the ordering of materials, services and supplies for the company. Main duties include identifying suppliers, comparing prices, specifications, terms and delivery dates to determine the optimum one to utilize, preparing purchase orders and subcontracts, responding to internal and supplier inquiries, reviewing requisition orders to verify accuracy, specifications and terminology. Must prepare, maintain and review purchasing records, produce management reports, track the status of requisitions, contracts and orders, approve bills for payment, monitor contractor performance, calculate the cost of orders, assign invoices to the appropriate accounts, and monitor in-house inventory transfer for project consumption. The procurement manager also determines if inventory quantities for commonly used items are sufficient for the needs of the company and orders more supplies as needed.

- Establish procurement strategies for acquisition, receiving and tracking of project materials with Dovetail management that optimize quality, cost, and timely delivery criteria.

- Work collaboratively with Dovetail management and the Design team to coordinate supplier selection, credit and terms, track supplier performance standards, and conduct ongoing evaluation. Conduct research via the Internet, catalogues, trade publications, and trade shows to identify potential suppliers. Interview prospective suppliers either face-to-face or over the phone to determine prices, discounts, terms, etc. Create spreadsheets with vendor & product or service comparisons of prospective suppliers to support management decisions.

- Prepare, maintain and review purchasing files and records, price lists, the status of requisitions, contracts and orders, locate suppliers, approve bills for payment, monitor subcontractor performance, calculate the cost of orders, ensure invoices are charged to the appropriate accounts, and monitor inventory transfer forms for bookkeeping records.

- Prepare procurement execution plans and oversee the full array of materials management and procurement functions of purchasing, expediting, shipping, receipt and inspections, and logistics.

- Supervise and direct warehouse personnel, and assist where necessary, the receipt of materials from suppliers, kitting of project materials, loading of Dovetail vehicles for project construction.

- Develop plans for the effective organization and temporary storage of project materials and general inventories at various company and/or independent warehouse locations. Ensure maintenance of accurate records for all stored materials, and the safe, secure and orderly upkeep of Dovetail warehouses.

- Optimize the material and supplier portfolio – that is what materials should be bought in bulk and consumed as needed from inventory by projects, and which materials are best to acquire as needed.
for specific projects. Establish stocking criteria, replenishment levels, inventory management, and tracking and reporting procedures.

- Collaborate with management in the negotiation of contracts and lines of credit with suppliers and subcontractors.
- Support, and in some cases lead, cost reduction efforts.
- Prepare and communicate to the Sales, Design and Construction teams product directions, availability, lead times, model transitions, and cost roadmaps for key materials.
- Monitor and support returns, damage replacements, and warranty claims.

**Skills & Prerequisites**

Bachelor’s degree and minimum of two years of direct procurement/logistics experience required.

Familiarity with solar and wind energy systems and components. Well developed knowledge of the renewable energy industry and its material and supply base a plus.

Understanding of construction industry processes and procedures with hands on experience in procurement, logistics or project management.

Experience negotiating contracts with suppliers and subcontractors. Demonstrable ability to apply strategic vision to procurement strategy.

Excellent time management skills. Outstanding communication skills. Needs to communicate effectively with supervisors and co-workers. Strong teamwork and analytical skills. Ability to manage multiple concurrent tasks, work under pressure with challenging deadlines while delivering high quality results.

Must have good computer skills. Should be facile with MS Office tools, and experienced with financial, procurement and inventory management software. Able to readily utilize web and search technologies to enter, access and retrieve data. Requires basic understanding of business accounting and transactions. Should be able to process information in the form of computing financial data, compiling information for financial reports and verifying data from invoices.

**Work Environment**

This is a salaried position. Typically work at least 40 hours a week, and with additional hours, as necessary. Occasional travel required to visit suppliers, other Dovetail offices, customer project sites and conferences.

- We offer competitive compensation and employee profit sharing. Benefits include healthcare insurance, dental insurance, life insurance, optional Health Savings Accounts (HSAs), paid holidays and personal time off, as well as, support for job related continuing education and certifications.
- We are an Equal Employment Opportunity (EEO) firm. We value a diverse workforce, and do not discriminate on the basis of race, color, sex, religion, national or ethnic origin, age, disability, sexual orientation, political affiliation, or veteran status.