

## **PURCHASING AND MATERIALS MANAGER - SPRINGFIELD, NE**

Hunt Electric is a national design build electrical contracting firm grounded in the simple, powerful concept of performing efficient, quality work. Our loyalty is to our clients and our communities in more than 40 states. We are continually seeking individuals who are passionate about the electrical design and construction industry who want to contribute to our company growth. If you are driven, love what you do and hold yourself to a standard of excellence, we want to hear from you!

### **ROLE AND RESPONSIBILITIES**

The Purchasing and Materials Manager is responsible for assisting the VP of Purchasing and Warehouse with the management and administration of material procurement and tools for our project based in Springfield, NE. This position evaluates vendor quotes and services to determine most desirable suppliers and delivery based on project site budgets and schedule requirements. This position works directly with a variety of individuals and departments, including General Foreman, managers, employees and vendors.

- Leads and collaborates with project managers and superintendents for project-specific purchase order and subcontract procurement.
- Manages purchase order and change order input, as well as closures, using Spectrum software.
- Negotiates with vendors on agreements and orders in concert and at the direction of the VP of Purchasing.
- Assists the Warehouse Manager with logistical, tool, and employee strategies.
- Performs the sales tax administration for procurement and subcontracts.
- Provides jobsite material procurement strategies and is involved in the execution of request for quotation's (RFQ's) for project buy outs, reviews and selections.
- Sets up new vendors and updates vendor files.
- Completes tax exempt certificates to vendors and maintains internal filing system.
- Communicates proactively to address and solve issues as they arise.
- Adheres to purchasing and inventory policies, processes and procedures.
- Performs administrative tasks to support subcontractor hires when necessary.

### **EDUCATION REQUIREMENTS AND COMPETENCIES**

- High School Diploma or Equivalent.
- Ten (10) years of distributor experience, vendor relations, purchasing, or a related field.
- Knowledge of electrical industry, equipment, tools, supplies and materials.
- College degree in vendor relations, purchasing or a related field preferred.
- Intermediate proficiency in MS Word, Excel and Outlook.
- Demonstrates a flexible and collaborative work style.
- Demonstrated success in working with immediate team members and other departments to build effective relationships.
- Ability to communicate clearly in verbal and written form.
- Excellent customer service skills.

- Strong problem solving skills.
- Ability to adapt, multi-task and manage changing priorities.
- Excellent organizational skills.
- Ability to set and meet deadlines.
- Negotiation skills or experience.
- Must be willing to travel for all project needs.

#### **PHYSICAL REQUIREMENTS**

- This position operates at a construction job site trailer and is exposed to moving mechanical parts, vibration, and noise, requiring work boots at all times, as well as occasional use of a hard hat, high visibility vest, eye protection and gloves.
- This role routinely uses standard office equipment such as computers, phones, filing cabinets, scanners and fax machines.
- Employees are frequently required to sit, and occasionally required to kneel, reach, stoop, crouch or crawl.
- This position requires the ability to lift files, open file cabinets, and bend or stand as necessary.
- This position may occasionally lift up to 10 pounds and rarely lift up to 50 pounds.

#### **BENEFITS**

Hunt offers a competitive total compensation and benefits package, which includes 100% employer paid health insurance, dental insurance, vision insurance, basic life insurance, paid vacation, sick and holiday time, 401(k) Profit Sharing Plan with an employer match and participation in the Employee Stock Ownership Plan.

**Apply online today at [www.huntelec.com](http://www.huntelec.com) or contact Megan Tragiai at (651) 643-6628!**

Hunt Electric Corporation is an Affirmative Action, Equal Opportunity Employer: M/W/Vets/Disabilities