



## Cow Creek Government Office

### Position Description

**Position Title: Procurement & Purchasing Manager**      **Department: Finance**

**Reports To: CFO**

**FLSA Designation: Non-exempt**

#### POSITION PURPOSE:

Responsible for procurement and purchasing activities for the Cow Creek Government Office (CCGO). The Procurement & Purchasing Manager acts as the primary point of contact between suppliers, and Government Office employees. Responsible for the procurement of goods and services, managing supply chains necessary for operations. The Procurement & Purchasing Manager will assist staff in screening, identifying and negotiating with potential supplier sources. They will also be responsible for managing (editing and revising, as needed) the Cow Creek Government Office Procurement Policy, its implementation, and the training of staff. Familiarity with the "Uniform Guidance" (2 CFR 200), and other State and Federal procurement standards (Federal Acquisition Regulation) is a plus. Other duties include monitoring supplier performance, monitoring industry and pricing trends and ensuring Tribal, State, and Federal contractual/statutory obligations are met. Participation, and/or management of Requests for Proposals (RFPs) or other competitive bidding methods, while crafting a contextual narrative on bid selection.

#### ESSENTIAL FUNCTIONS:

- Coordinates CCGO purchasing, receiving and storage of supplies.
- Ensures that all departments follow proper purchasing and requisitions guidelines as set forth in the Cow Creek Procurement Policy.
- Adheres to federal funding procurement requirements (2CFR 200) as applicable
- Researches suppliers and costs for all departmental needs.
- Negotiates contracts and agreements beneficial and cost effective for the CCGO.
- Forwards order request to CFO with recommendations for processing, purchasing and bidding of goods and/or services for the property.
- Provides approval of payment relating to purchase orders.
- Create and implement regional procurement strategies that are innovative, cost-effective, and incorporate the growing complexities and challenges within industry
- Compare proposals for price and specifications
- Negotiate with vendors to reduce costs
- Review contract specifications on behalf of the company
- Communicate with vendors to ensure that the product arrives in a timely fashion
- Build and maintain long-term relationships with critical suppliers
- Track the shipment, inventory and supply of materials

- Lead transformational activities to build procurement organizational capabilities and improve procurement efficiency
- Prepare daily, weekly and monthly procurement reports
- Ensure adherence to all relevant safety, health, and environmental rules and regulations
- Write, revise, manage and enforce Cow Creek Procurement Policy

## **QUALIFICATIONS:**

- BS Degree in Supply Chain Management, logistics, business administration, or relevant field
- 2 years previous working experience as a Procurement & Purchasing Manager.
- Preference for certification, or ability to obtain certification.
- In-depth knowledge of contracts, invoicing, and negotiation terms.
- Excellent communication, interpersonal and leadership skills.
- Problem solver with a strong analytical mindset.
- Outstanding organizational and time management skills.
- Excellent customer service skills.
- Excellent organizational, verbal, interpersonal, and customer relations skills.
- Advanced computer skills in Microsoft Word, Excel and Outlook.
- Analytical/mathematics skills essential.
- Able to read and comprehend written instructions.
- Ability to handle multiple priorities and tasks at once.
- Current and valid Oregon Driver's License.

