



## **Procurement and Facility Specialist**

The Procurement and Facility Coordinator works under the directions of D. W. Morgan's Controller and Director of Worldwide Operations and Customer Service. This position requires a clear understanding of purchasing procedures and principles, supply chain management knowledge, negotiating skills, and analytical skills. This position will also be responsible for maintaining the day-to-day building operation to ensure a safe and efficient work environment at the lowest possible operating costs while maintaining appropriate company standards.

### **Responsibilities:**

- Analyze, develop, and implement a strategic business process to support the company's procurement objectives and establish an approved vendor list. Prepare reports summarizing new vendors and all agreed rates and terms.
- Review current supplier rates for shipments and other suppliers and research competitor rates to make appropriate recommendations for improvement. Work closely with cross-functional departments to understand purchasing requirements, emphasize vendor service quality, and develop cost savings opportunities.
- Acts as principal contact for outside vendors. Receive and process all procurement requests from individual departments.
- Manage the RFQ, RFP, price negotiation and selection, contract negotiation, agreement implementation in order to make the proper recommendations for the approved vendor list.
- Track all procurement of Morgan issued assets (depreciable and non-depreciable) and provides Controller with year-end asset audit report.
- Corporate facility liaison to the management services vendors and building's Owner Association.
- Coordinate and direct office add/move/changes.
- Review invoices monthly to ensure appropriate rates, usage, and activity.
- Purchase and ship IT approved devices and peripherals, business supplies and printed materials, and uniforms and coordinate distribution to end-users.

### **Qualifications:**

- 4 years plus in purchasing and contract management, accounting experience.
- 3-5 years experience in the transportation, freight forwarding industry, required
- AA degree in accounting, finance, or business preferred.
- Good math aptitude and reasoning abilities to solve practical problems as well as decision-making skills.
- Strong negotiating and communications skills.
- Strong written and verbal communications skills.
- MS Office proficiency.
- 2-3 years experience in facility management.

