

PROFESSIONAL JOB DESCRIPTION
PROCUREMENT MANAGER

Position: Procurement Manager	Date: December 2, 2020
Reports to: Division General Manager	Status: Full Time Salaried Management
Division of RCM: Thermal Kinetics	Prepared by: C. J. Brown, P.E.

Position Overview: Purchasing and Vendor Management

Thermal Kinetics, an RCM Technologies Company is engaged in process development and the supply of technologies and equipment for distillation, evaporation, molecular sieve adsorption, scrubbers, and a wide range of separations technologies. Our team provides design development services through detailed design, commissioning, and startup of process plants. We include the design and supply of fabricated pressure vessels, shell and tube heat exchangers, specialty process fabrications, and all the associated pumps, instruments, and components for field installed systems as well as modular shop built packages.

Thermal Kinetics endeavors to support projects which have a positive impact on environmental sustainability, pollution reduction, carbon capture, and renewable energy and chemicals. Our expertise applied to these areas is practical and grounded in sound economic results. Providing the best technical solutions involving the least energy and environmental impact is a core goal for our projects. This done efficiently and at low cost provide value to our customers. Our team's quick accurate responsiveness is a key differentiator in a competitive market. Our approach to partnering with clients and vendors seeks to solve issues collaboratively eliminating the inefficiency of confrontation.

The candidate for this position will work closely with Engineering and senior management. A professional and ethical approach to vendor relationships is critical to maintaining a strong supply side bench of qualified fabrication shops. All suppliers must be pre-qualified and are required to competitively bid on supply of equipment and services. Quality and capability must always come before cost however.

Principal Duties and Responsibilities (Essential Functions):**

- Project Procurement Manager.
 - Development and implementation of Supply Chain Management business processes and procedures to ensure continuous improvement.
 - Achieve significant annual savings through vendor selection, dual sourcing and product evaluation.
 - Supervise all project purchasing activities and documentation by means of Project Implementation Methodology (PIM); i.e.:
 - Coordinate preparation of RFQ packages with engineering staff.
 - Recommend/review RFQ vendor selections with the engineering staff.
 - Prepare Commercial Bid Tabulation and present with final vendor recommendation to engineering project team for final technical review and vendor selection discussion.
 - Negotiate final commercial terms; i.e.: payment milestones, T&C issues, deliverables schedules, etc. with selected vendor.
 - Control content of purchasing document packages for preparation of purchase orders; including final vendor deliverable requirements.
 - Coordinate final review of RFQ and PO packages / support documents with the engineering project team prior to issue.

- Oversee preparation and maintenance of Project Specific Purchasing Logs.
 - Monitor, with engineering interface, vendor milestone commitments; i.e.: receipt of approval drawings, timely receipt of milestone invoices and ongoing vendor communication to ensure promised delivery schedule(s) are maintained.
 - Ensure TK internal staff members follow procedures and continually use best purchasing practices.
 - Negotiate all capital expenditures with assistance of engineering.
 - Control content of purchasing document packages.
 - Support contract evaluation and issues related to sales tax, tax exemption, international shipping terms and obligations, insurance related issues, and other related contractual clauses which could impact project and purchasing costs.
 - Ensure engineers provide adequate requirements, data sheets and/or drawings required for purchased items.
 - Engineers report to Procurement Manager on all purchasing related issues for purchasing department support to ensure the Project Engineers have timely and accurate information to control their projects.
- Sales Group Cost Support
 - Assist in cost support services to the sales group.
 - Assist with the coordination of procedures to effectively interface project estimating with the procurement department.
 - With the sales engineering group maintain records of equipment quoted by suppliers for all fabricated equipment, pumps, and instrumentation.
 - Supervise A/P receipt and verify with engineering validity of vendor invoices before submitting to accounts payable for processing.

Supervision Exercised: Purchasing assistant, engineering RFQ review and approval, vendor quality.

Qualifications & Skills: 15+ years industrial capital equipment purchasing management.

- Familiarity with pressure vessel and heat exchanger fabrication facility requirements and practice.
- Familiarity with chemical plant equipment and purchasing of the same.
- Formal training in purchasing practice and management.
- International procurement and export experience with related documentation requirements.
- Must understand sales tax issues.
- Optional: Purchasing professional certifications (C.P.M, etc.)
- Optional: 4 year business degree with an accredited university

Competitive Salary offered, along with benefits such as 401k, Stock Purchase Plan, Health, Dental and more. Salary and Title are commensurate with experience.

Job Type: Full-time