



**TITLE** **Purchasing Specialist**

**EOE STATEMENT** We are an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.

**DESCRIPTION** **Parsons Electric**, an ArchKey Solutions Company, is one of North America's premier electrical and low voltage providers based in the Midwest. Since 1927, we have been tackling challenges head-on to help our customers reach new levels of success. Headquartered in Minneapolis, MN, Parsons Electric has offices across the Midwest including St. Paul, Coon Rapids, Plymouth, Rochester, Duluth and Fargo.

When you work with an ArchKey Solutions platform company, the future is yours to create. With an average employee tenure over nine years, we are committed to developing your talents and finding the best place for you to succeed within our organization.

The culture at **Parsons Electric** is built around empowerment and our shared core values - **Problem Solvers**, **Responsive to Customers**, **Optimize Teamwork**, **Uncompromising Integrity**, and **Do What You Say** - and embodies the attitudes we use to create an inclusive work environment. Our inclusive workplaces extend beyond the traditional to also celebrate diverse ways of thinking. As problem solvers, we believe there's always room for growth and evolution and that what makes us different provides unique perspectives that can also make us better.

No matter where your journey with **Parsons Electric** begins, we look forward to seeing what impact you can make on us to improve, reshape and enhance our culture.

Join a team that's breaking ground both in the office and in the field.

## **Job Summary**

Responsible for the day-to-day coordination, procurement, and maintenance of materials, goods and supplies necessary for quality and timely business operations, in alignment with all Company policies, procedures, key objectives and regulations. This position makes key decisions related to the procurement of essential materials and provides coaching and mentorship to purchasing team employees. With financial responsibilities of this position adhering to the Employee Handbook regarding honesty, integrity, and ethical conduct with our vendors, customers, and employees is required.

## **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Processes daily field orders received via telephone, email, forms, Project Place system. Places orders with appropriate vendors to ensure quality materials, goods and supplies are available in a timely fashion for the appropriate group or project site.
2. Manages invoices, prepares purchase orders, and monitors pricing on all orders. Works closely with accounts payable to correctly price materials on service work orders.
3. Supports and processes daily tool purchase orders as requested per guidelines provided. Verify goods that were either released or ordered for pricing, quantity, shipping method accuracies.
4. Collaborates frequently with vendors and co-workers to resolve issues on invoices, utilizing the accounts payable invoice router.
5. Documentation such as RFQ's, purchase orders, shipping logs, and more through APDM model projects and collaborate with Project Manager of project.
6. Works with project managers on purchasing needs and in development of next-step solutions on all non-returnable materials. Meets or exceeds expectations for customer service in the areas of communication, feedback and solution-based problem solving.
7. Trains, mentors, and checks the work of other purchasing co-workers as needed.
8. Uses software system to enter purchase orders and cost codes for accurate purchase orders.
9. Utilizes current standards for all purchasing activities to achieve two-day completion and submittal of purchase orders.
10. Supports Parsons Electric's Manufacturing Regional Centers for daily and bulk orders.
11. Assists with our VMI program logistics at our offices, warehouses, and jobsites.
12. Assists in resolving issues related to incorrect material quantities or items being shipped, or delay of materials.
13. Works with accounts receivable group to correctly price materials on service work orders.

14. Implements LEAN concepts and methodologies for continuous improvement of operations processes and activities. Educates others on LEAN approaches.
15. Creates and maintains positive working relationships with co-workers, customers, vendors, project managers, office and field staff.
16. Stays informed of new materials, technologies, techniques and practices.
17. Maintains compliance with all federal, state and local laws and regulations.
18. Maintains professional and technical knowledge by attending education workshops, reviewing professional publications, establishing personal networks, and participating in professional societies relevant to the industry.
19. Supports the mission, vision and values of the Company and works creatively to best support the Company's long-term goals. Champions and models the Company culture at all times.
20. Performs other tasks and duties as assigned.
21. Follows all guidelines, policies and procedures established by the Company.

### **Required Education, Experience and Skills**

1. Associate's Degree or equivalent work experience in business, accounting or a related field.
2. Minimum 3-5 years of purchasing experience, preferably in electrical construction or a related field.
3. Knowledge of the electrical construction industry and related materials. Preferred electrical product parts and brands.
4. Basic project management training and experience. Understanding of the project life cycle.
5. Training and work experience with LEAN methodologies and applications. Strong process orientation.
6. Aptitude to work independently under pressure, assess multiple demands and manage changing priorities.
7. Demonstrated enthusiasm for expanding knowledge and skills to meet the needs of a dynamic technology-focused business while directly contributing to the success of others.
8. Demonstrated strong analytical and mathematical skills and strong detail orientation.
9. Effective problem solving, interpersonal and time management skills.
10. Strong organizational and critical thinking skills.
11. Strong coaching and mentoring skills.
12. Strong and professional team player, with effective collaboration and relationship-building skills. Willingly accepts feedback for continuous improvement.
  
13. Strong written and verbal communication skills, including high quality documentation and report preparation. Strong telephone communication skills.
14. Demonstrated high level of integrity and dependability.
15. Conceptual ability to work with minimum amount of information and quickly develop an understanding of the customer requirements.

16. Ability to manage workflow and meet deadlines in a fast-paced environment with multiple and sometimes changing priorities.
17. Proficient skills in Microsoft Office software applications.
18. Holds a valid driver's license.

**Preferred Education and Experience**

1. Bachelor's Degree or equivalent work experience in business, accounting, or a related field.
2. Training and experience managing people.

**AAP/EEO Statement**

PEC Solutions is an Affirmative Action, Equal Opportunity Employer:  
M/W/Vets/Disabilities.