

## **Job Opportunity**

### **To Apply**

**Email resume to: [hr@probstelectric.com](mailto:hr@probstelectric.com)**

**Or fax to: (435) 657-1956**

### **Procurement Clerk**

**Job ID: UT1017**

**Job Location: Heber UT**

**Position Type:** Procurement

**Post Date:** October 18, 2017

#### **Job Posting Title**

Procurement Clerk

#### **Company**

Probst Electric is one of North America's premier utility construction companies. Probst operates from a Headquarters in Utah and has completed projects all over the United States. Probst performs new build, design build, and maintenance services for both the public and private sector utilities. Probst offers construction and maintenance services in a variety of utility markets including transmission, distribution, and substation. Probst is an Equal Opportunity Employer and participates in E-Verify.

#### **Tasks**

Coordinate bill of material bids from several suppliers for estimating electrical substation and transmission projects. Compile information and records to draw up purchase orders for procurement of materials and services. Coordinate material delivery and management with Project Managers and superintendents. This is a full time office position located in Heber, UT.

#### **Duties include, but are not limited to:**

Receive or prepare bill of materials from estimating department in order to secure competitive bids from supplies/manufacturers

Prepare purchase orders and send copies to supplier's project team

Respond to project team inquiries about order status, changes, or cancellations.

Perform buying duties.

Contact suppliers to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.

Review requisition orders to verify accuracy, terminology, and specifications.

Prepare, maintain, and review purchasing files, reports and price lists.

Compare prices, specifications, and delivery dates to determine the best bid among potential suppliers.

Track the status of requisitions, contracts, and orders.

Calculate costs of orders, and charge or forward invoices to project team.

Work under deadline pressures in an efficient, composed and calm manner.

Work alongside other estimators, project managers and project engineers on change orders and cost to complete estimates of ongoing projects

Additional duties as assigned by management.

### **Preferred Qualifications**

Must pass mandatory drug and alcohol screening(s)

Must be proficient with Microsoft Excel, Word, Outlook, Project, and applicable material management programs

Good Written and oral communication

Must be proficient in Excel, need to be able to program formulas, pivot tables, etc...

Construction background and minimum 3-5 years of experience

Degree in associated field preferred

Document management software

Strong analytical and mathematic skills

This position involves sitting, working with computers and other office equipment, bending, twisting, walking, standing, and lifting up to 20 lbs. This is indoor work in an office type environment. Some travel will be required.

### **Employment Type**

Full-Time

### **City**

Heber, UT