



Procurement Specialist, Electrical

Do you enjoy problem solving and negotiation? Do you want to be part of complex projects that change the landscape of our communities? Take the leap and make your mark at Plan Group!

Your job:

As a Procurement Specialist you will be responsible for the procurement, negotiation and coordination of goods and services in order to support our construction and service projects.

We promise we'll challenge you every step of the way: you'll be responsible for working to support 20 plus job sites at a time.

As a member of our Procurement team you will:

- Oversee material requests from site foremen for line material
- Work with vendors and suppliers to source Electrical parts
- Work cross functionally with PM's and estimators to determine requirements
- Manage procurement for 20 plus job sites
- Place orders with core suppliers
- Fill out PO's and forward it to desired supplier
- Coordinate efforts to develop and implement programs to drive savings supply base optimization
- Negotiate price terms and quality requirements with suppliers for high-value complex products and other material requirements
- Negotiate purchase agreements consistent with strategic sourcing plans
- Manage purchase-to-pay process ensuring all documentation is complete accurate and archived
- Provide customer service to key stakeholders by reporting target achievement results on periodic basis as well as interfacing with key support groups to resolve issues

Our ideal candidate meets the following criteria:

- 2 – 3 years' experience in a procurement role in the construction industry.
- Industry experience and Electrical product knowledge an asset.
- College Diploma in Business, Materials Management or equivalent.
- Advanced knowledge of Microsoft Office, especially Excel.
- Strong verbal and written communication skills are required.
- Highly organized and able to manage multiple priorities.
- Negotiation skills, an asset.
- Experience with ERP software, an asset.



Curious to find out what's it like to work at Plan Group? Apply now.

We promise to challenge you every step of the way. Since 1955 Plan Group has left a positive mark on the projects we've worked on, and there's so much more to come. To learn more about life at Plan Group, visit our website at www.plan-group.com and follow us on LinkedIn.

Thank you for your interest in joining Plan Group. Please note that due to the volume of applicants only those who will be considered for an interview will be contacted.

Accommodations for applicants with disabilities will be made during the recruitment processes. Should you be contacted for an interview please advise if accommodations are required.

We are an equal opportunity employer.