

**ARCTEC Alaska
JOB BID ANNOUNCEMENT**

RFT PURCHASER – PHQ

HIGHLIGHTS OF CORE QUALIFICATIONS

Current resumes and applications are required and may be sent to:
human_resources@arctecalaska.com:

PURPOSE OF POSITION:

Under the general supervision of the Logistics Manager, the Purchasers perform a wide range of purchasing activities in support of ARCTEC Alaska's Alaska Radar System (ARS) mission to include PHQ and the Long-Range Radar (LRR) remote sites. The primary purpose of the Purchaser position is to administer the purchasing of materials, equipment, supplies and services from local and nationwide commercial businesses. The Purchasers interact regularly with people in various positions in the Company and externally.

PRIMARY RESPONSIBILITIES:

- Utilize Company automated maintenance and procurement systems in the order, receipt, delivery, and shipment of material, records, mail, and/or equipment. Utilize vendor internet interfaces to track incoming shipments.
- Analyze Purchase Requisitions (PR) for appropriate authorization level, specifications, shipping, and delivery requirements. Proactively resolves customer issues by going beyond the request to understand the need. Issue Requests For Quotation (RFQ).
- Award and administer Purchase Orders (PO) and subcontracts used to purchase material, equipment, tools, food, supplies, transportation, services and utilities for internal customers on authority of approved requisitions and in accordance with Federal Acquisition Regulations (FAR) and contract requirements. Develop most suitable purchasing arrangements for commodities. Establish blanket POs for extended term purchases.
- Track the status of commercial purchases. Respond expeditiously to requests for information regarding the status of these purchases. Produce reports to assist internal customers with status information.
- Contact vendors to follow up on POs and the status of overdue deliveries. Evaluate vendor performance and provides feedback to the Project Support Manager to facilitate proactive continuous process improvement. Maintain a good Company image and supplier relations through daily business contacts.
- Maintain and review vendor catalogs and other publications to insure best price and product, and to develop other sources of supply. Use reason, judgment, and logic to select the best vendors and shipping methods. Determine that prices paid are fair and reasonable and perform cost analysis. Search continuously for improved and/or less costly materials and supplies.
- Maintain effective communications with customers and take proactive measures to meet lead-time required for obtaining materials. Keep requestor apprised of any change in price or specifications, and of restrictions on materials that might affect purchases.

- Document all purchases in accordance with applicable contractor and Government requirements. Justify procurement actions that represent a departure from normal procedures. Maintain PO and vendor files.
- Maintain a suspense file of POs, shipping and receipt documents for each order until order is complete. Convert completed suspense files and maintain as the Master File.
- Coordinate invoices with Accounts Payable and insure invoiced price agrees with PO price. Revise POs to reflect credits, cores, and returns.
- Identify Government and Company property at defined values and identify it for inventory by Material Coordinators.
- Monitor equipment cores and coordinate with the Expeditors to track shipments with associated cores to ensure timely returns of cores to the vendor for credit. Revise PO to reflect core credit.
- Proactively plan and coordinate work activities with all affected parties and remote sites to meet outcomes beneficial to the customer and project needs.
- Be familiar with and comply with ARCTEC Alaska's Operating Instructions, Administration Instructions, Operations and Maintenance Procedures, Task Orders, Personnel Policies and Procedures and the systems, procedures and equipment applicable to the job responsibilities.

SECONDARY RESPONSIBILITIES:

- Assist Logistics Manager in preparation of contract submissions and reports.
- Receive and sort mail and then disseminate it to the appropriate individual or department. Maintain electronic or manual logs for incoming and outgoing mail.
- Operate postage meters in accordance with applicable regulations. Request purchase of additional postage when needed and update postage meter.
- Perform administrative duties and maintains assigned workplace, materials, and equipment in a safe, secure, and neat manner. Maintain records and files related to job responsibilities.
- Train new employees in requisition data entry.
- Bring to the attention of the Logistics Manager or Project Manager, incidents or circumstances which could affect the performance of the ARS Project.
- In the absence of an Expeditor, assist vendors with loading and unloading materials on and off freight vans or other vehicles. Move material by hand, hand truck, forklift or dolly.
- Other applicable duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of, and experience working with, Federal Acquisition Regulations (FARs).
- Demonstrated proficiency in the use of maintenance management computer systems.

- Knowledge and skill in using computer application programs including word (MS Word), spreadsheets (MS Excel), and databases (MS Access).
- Knowledge of local and outside supply sources
- Knowledge of automated purchasing systems
- Knowledge of local and remote shipping carriers
- Ability to work with local and outside vendor sources
- Ability to project supply requirements
- Positive, professional customer service attitude with the ability to represent the Company.
- Ability to speak, read, and write English proficiently enough to complete employment duties.

CORE QUALIFICATIONS:

- High School Diploma or General Equivalency Diploma (GED).
- Three (3) years of experience using commercial purchasing procedures for a wide range of specialized maintenance materials, supplies, and equipment to include:
 - Substitution: Formal purchasing or contracting education may be substituted for one year of experience
- Preferred: Certified Professional Public Buyer (CPPB). Experience using government or commercial purchasing procedures for both routine and non-routine purchases and/or knowledge of policies and procedures used in large-scale organizations covering purchasing and warehousing.
- Demonstrated proficiency in the use of maintenance management computer systems.
- Ability to review paperwork for completeness, appropriateness, and conformity to established policies and procedures. Ability to successfully write memoranda and correspondence relating to job duties.
- Ability to work in a team-based, service-oriented environment. Must possess excellent communication and interpersonal skills to interact tactfully and resourcefully with co-workers, vendors, and internal and external customer representatives. Good verbal communication skills and ability to demonstrate telephone professionalism and etiquette required.
- Demonstrated strong problem-solving skills and ability to proactively assist customers with their immediate and long-term needs.
- Ability to be flexible while still maintaining high standards of professionalism in order to perform under deadlines and manage multiple priorities in a volatile and diverse environment.
- Demonstrated strong organizational skills and the ability to work independently and prioritize daily work assignments.
- Proven ability to work accurately. Skill in comparing data from a variety of sources for completion of all details. Competent in identifying discrepancies and making corrections.

- Functional skill in basic arithmetical computations, fractions, decimals, and percentages.
- Possess the physical ability to lift 50 lbs. to waist level.
- Must be a US citizen or US national, and have the ability to obtain and maintain a SECRET security clearance.
- Current biannual CPR and First Aid Certification with AED.
- Must have a valid Driver's License with an acceptable driving record.

SECONDARY QUALIFICATIONS:

- Ability to operate material handling equipment, including forklifts, lift gates and trucks; must pass forklift certification.
- Ability and willingness to support and assist in the cross training of team members.
- Demonstrated proficiency in the use of postage meter equipment.
- Initial and biennial First Aid/Cardiopulmonary Resuscitation.

PHYSICAL REQUIREMENTS:

The following physical activities are frequently required of a Purchaser: balancing; bending; kneeling; squatting; reaching; sitting; standing; walking; pushing; pulling; lifting; grasping; communicating in person, by phone or through written correspondence; hearing; and seeing. Employee may be subjected to dust and repetitive motions.

REPRESENTATION OF POSITION

This position is covered under the Collective Bargaining Agreement (CBA) between the International Brotherhood of Teamsters (IBT) Local 959 and ARCTEC Alaska J/V as it relates to wages, benefits hours and working conditions.