



## **JOB DESCRIPTION**

**POSITION TITLE:** Procurement Coordinator  
**LOCATION:** Denver, Colorado  
**DEPARTMENT:** Engineering & Construction  
**REPORTS TO:** Purchasing Supervisor

### **POSITION SUMMARY:**

Reporting to the Procurement Supervisor, the Procurement Coordinator is responsible for administering sourcing efforts, purchase order processes and aiding in quotation and proposal analysis events. In addition, the Procurement Coordinator will source operational materials and services as directed by the Procurement Supervisor. Collating and reporting purchasing data and metrics will also be part of the Procurement Coordinator's core duties. Specific responsibilities include, but are not limited to, the following:

### **ESSENTIAL DUTIES/RESPONSIBILITIES:**

- Facilitate the purchasing process with vendors, contractors and consultants
- Support the "Request For X" processes as needed by the Procurement Leadership
- Administer the purchasing process from requisition to PO, through receipt
- Process requests and orders through the company's ERP system
- Source goods and services as directed
- Analyze and report purchasing data and vendor performance
- Interface with vendors and suppliers to ensure on time deliveries
- Interface with accounting department to confirm purchase coding and tax allocations

### **SUPERVISORY DUTIES:**

Not at this time.

### **JOB QUALIFICATIONS:**

#### **Minimum Requirements:**

- 4+ years of relevant purchasing experience
- Associates Degree – commensurate experience could be considered in lieu of education requirements
- Must demonstrate strong familiarity with enterprise purchasing

- Intermediate degree of proficiency with all Microsoft Office products
- Strong data analytical skills
- Excellent interpersonal, organizational and communication skills
- Possess an acute attention to detail
- Agility to manage several competing tasks and deadlines

**Preferred Experience & Qualifications:**

- Bachelor's degree in business or science
- Strong familiarity with oil & gas industry operations and materials
- Prior experience working for a midstream and/or upstream energy firm
- ERP system experience

**WORKING CONDITIONS:**

**Physical Demands:**

Requires sitting throughout most of the day, interspersed with short trips throughout the office as needed to file, print, etc.

**Work Environment:**

Primarily in an office setting with periodic trips to field offices.

We are an equal employment opportunity employer.

This job description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This Job Description does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.