



Supply Chain Procurement Specialist

Location: Hybrid role located in Canonsburg, PA

Job Type: Salary

Reports To: Supply Chain Manager

Position:

This position's primary focus will be to source and procure services, equipment, and material for the development and operations of the production of renewable natural gas (RNG) or electricity from landfill gas (LFG). This specifically includes but is not limited to professional services, construction, and operation activities in alignment with VRNG's values of Health and Safety, Environmental Stewardship, Integrity, Trust and Respect, and Operational Excellence. This position requires a fundamental understanding of the sourcing process and proven experience in procurement.

Primary Responsibilities:

- Identifies and establishes strategic partnerships with vendors.
- Manages vendor relationships.
- Leads RFX requests for multiple departments and reviewing proposals.
- Prepares bid documents including participation in the development of the scope for materials, equipment, and services.
- Conducts pre-bid and post bid meetings.
- Analyzes and develops bid summaries.
- Negotiates contract language & manages contracts with vendors.
- Evaluates and mitigates company risk as it pertains to contracts and proposals.
- Works closely with legal department
- Other duties or projects as assigned.

Requirements:

- B.S. or B.A. in Supply Chain Management, Operations Management, Business Management, or other relevant Business discipline preferred.
- 3-5 years' experience in a similar sourcing and contracting role.
- Sourcing experience in renewable natural gas, electricity generation, landfill gas, oil and gas, or construction/operations a plus.
- Must demonstrate effective verbal and written communication skills.
- Proficiency in Microsoft Office Suite.
- Excellent organizational and time management skills.
- Demonstrated leadership qualities, including excellent time management skills, strong organizational skills, maintenance of business relationships, and team building.

Compensation:

Competitive and commensurate with qualifications and experience to include Base Salary + bonus + benefit program.

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