
FWB Park Brown

Position Specification

Designation: Procurement Manager
Company: Raptor Lift Solutions LLC
Location: Houston, Texas

Private & Confidential

Background:

Our client, Raptor Lift Solutions, LLC is a start-up company backed by CSL Capital Management LLC focused on providing artificial lift equipment and services to the oil and gas industry. The company will be growing both organically and through acquisition. The company is currently in the process of growing the team within core functions to support the future growth of the company. Currently, the company is in need of a Procurement Manager to lead and manage procurement and vendor management.

The Role:

The Procurement Manager will be the procurement lead for the organization and be responsible for setting up the procurement policies and procedures within the company, qualifying vendors, creating all purchase orders, sourcing all materials and negotiating with and managing all vendors. The Procurement Manager will be the lead for all procurement functions of the organization and must be able to collaborate with all elements of the organization to ensure the best procurement processes, procedures and strategies for the company. The selected candidate will need to have 5 to 10 years of experience in procurement within oilfield services, preferably with artificial lift products. The selected individual will be self-directed, proactive and resourceful. He/she will also need to have the ability to use technical specifications to determine the best procurement strategies.

Lines of Reporting:

The Procurement Manager will report directly to the Controller and will interact with all functions within Raptor Lift Solutions.

Key Accountabilities:

- Responsible for purchases made by the organization. Coordinates, executes and manages all purchase orders.
- Evaluates and approve vendors and authorizes purchases to determine most desirable suppliers.
- Conducts all business activities in accordance with Raptor Lift Solutions, LLC Health, Safety and Environmental policies, Legal & Compliance requirements and Raptor Lift Solutions, LLC Core Values.

- Manages delivery and quality performance, cost and customer satisfaction for established suppliers.
- Manages purchase order execution and product delivery, including placement of on-time schedule agreements, mitigation of billing adjustments / terminations and execution of cost reduction goals.
- Working with engineering, reviews specs and drawings and sources materials and parts effectively and in a timely manner.
- Prepare Requests for Quote, Price, & Information proposals.
- Reviews vendor quotations and makes recommendations for product sourcing. Interviews or contacts supplier salespersons, and secures bids.
- Manage changes to the Agreement and Purchase Orders through proper Change Order process.
- Expedites orders and requests as needed.
- Effectively communicates strategies, results, and metrics to leadership teams as required.
- Develops contract strategies and effectively negotiates key commercial and supply positions for to the benefit of company business requirements and goals.
- Stays abreast of industry trends for assigned categories. Provides guidance and recommendations to business units in order to support margin and top line growth.
- Develops, aligns, and drives strategic projects to improve procurement processes, tools, and efficiencies.
- Implements purchasing infrastructure in conjunction with functions and supply chain to assure availability at required quality & costs levels.
- Handles special projects as assigned.

Candidate Profile:

- Bachelor's Degree or equivalent experience.
- Extensive knowledge of purchasing practices, principles and procedures.
- Minimum of 5 to 10 years purchasing within oil & gas manufacturing, production, or packaging environment. Artificial lift experience a plus.
- Solid negotiation skills.
- Strong communication skills. Comfortable with open and direct communication.
- Ability to analyze and present statistical data.

- Experience with and/or flexibility to learn multiple ERP systems.
- Strong organizational and time management skills. Must be able to balance multiple tasks in a challenging, fast-paced work environment.
- Must be a team player with integrity, collaborative and goal oriented.
- Ability to examine production schedules, check inventory levels, identify and communicate changes in the market or demand that may affect availability or pricing of assigned materials categories.
- Experience reviewing designs and part drawings, and working with engineering preferred.
- Respectful, professional and customer focused.
- Proactive, driven, self-motivated and self-directed.
- Flexible, adaptable and able to work in a fast-paced environment.
- Must be able to work well under pressure and able to work independently.
- Comfortable with frequent, sometimes short-notice travel. Willing to travel domestically up to 50%.