

## **Anadarko-Industries, LLC**

**a native american company**

**Office: 281-483-3866**

**Cell: 281-536-4020**

**Fax: 281-483-6693**

### **Job Title: Procurement Agent**

- Conducts and manages the processes for obtaining goods and services for The Company in compliance with company policies, the Truth in Negotiations Act (TINA) and all other applicable federal and state laws and regulations, the Federal Acquisition Regulations (FAR), the applicable FAR Supplements, and the prime contracts and higher tier subcontracts governing the purchases.
- Acts as an authorized agent of The Company with responsibility for managing all supplier-related activities and the authority to commit company resources through contracts and agreements.
- Works with internal customers to understand, integrate, and assure documentation of requirements.
- Develops requests for quotations and proposals, analyzes supplier responses, negotiates awards, maintains contracts for the management of the relationship between The Company and suppliers, and closes out contracts.
- Manages supplier performance and ensures satisfactory contract completion.
- Maintains good supplier relationships, working to meet socio-economic goals, and at all times acting with complete integrity.
- Integrates activities with internal and external customers and suppliers to fulfill contract requirements.
- Negotiates and settles with suppliers regarding damage claims, rejections, losses, return of materials, over-shipments, cancellations, change orders and terminations.
- Oversees and-or conducts supplier site visits as necessary.
- Analyzes supplier proposals by reviewing and evaluating the separate cost elements and proposed profit or prices for negotiating fair and reasonable prices with suppliers.

**Jr. Buyer**

**Exemption Status: Exempt**

Primary assignments are activities that require a general understanding of the job. Frequently uses and applies general knowledge of supplier management competencies and procurement processes and procedures. Develops solutions to a variety of problems of moderate scope and complexity. Refers to procurement policies, procedures, and practices for guidance. Works under very general supervision and work is reviewed for soundness of judgment and overall adequacy and accuracy. Contributes to the completion of organization projects and goals. Erroneous decisions or recommendations could have a moderate effect on the organization's ability to achieve company objectives. Interacts primarily with internal company personnel and external customers. Represents the organization on specific projects.

Prefer a bachelor's degree and 4 years' related work experience or a master's degree and 1 year related work experience, or an equivalent combination of education and experience.

## **Buyer**

**Exemption Status:** Exempt

Primary assignments are activities that require a complete understanding and application of principles, concepts, and standards and a full knowledge of industry practices. Applies supplier management competencies, processes, and procedures. Develops solutions to a variety of complex procurement problems referring to established precedents and policies. Receives general direction for work that is reviewed upon completion for adequacy in meeting objectives. Participates in determining objectives of assignment; plans, schedules, and arranges own activities to accomplish those objectives. Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or recommendations or failure to achieve objectives typically have a serious effect upon the administration of the organization. Represents the organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant procurement matters often requiring coordination between organizations.

Prefer a bachelor's degree and 6 years' related work experience or a master's degree and 3 years' related work experience, or an equivalent combination of education and experience.

## **Senior Buyer**

**Exemption Status:** Exempt

Primary assignments are activities that require extensive knowledge of supplier management and related disciplines. Recognized as an organizational expert in procurement processes of particular products or services. Regularly contributes to the improvement of existing processes and the development and deployment of strategic supplier management and procurement strategies. Develops

solutions to complex procurement problems that require ingenuity and innovation. Solutions are concise, decisive, and the result of thorough analysis. Ensures solutions are consistent with organization objectives. Performs work with minimal direction and exercises considerable latitude in determining objectives and approaches to assignment. Effects of decisions are long lasting and heavily influence the future course of the organization. Erroneous decisions or recommendations could have a critical effect on the organization's ability to achieve company objectives. Serves as a consultant to peers and as a spokesperson for the organization or program on significant matters pertaining to supplier management and procurement procedures, plans, and goals.

Prefer a bachelor's degree and 8 years' related work experience or a master's degree and 5 years' related work experience, or an equivalent combination of education and experience.

**CONTACT:**

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**Procurement Manager**  
**Anadarko-Industries, LLC**  
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