



Job Description

Procurement Specialist

Summary

The Procurement Specialist ensures items or services are purchased from specified suppliers and are delivered upon agreed terms and conditions seeking maximum value for the company and its customers, including agreed time and cost. They are primarily responsible for effectively executing procurement activities on the full purchase-to-pay cycle for a project or series of projects. The primary objective is to reduce the cost of supply and meet demand requirements, business specifications, quality specifications and revenue goals. This position is based in Midland, Texas.

Essential Duties and Responsibilities

- Purchase requisition with order tracking and organization
- Supporting procurement processes in coordination with accounting processes
- Purchase Order Processing
- Order Tracking
- Calculate costs to adhere to project budgets
- Approval process follow up
- Serve as a recognized expert on specific categories of supply
- Implement and support enforcement of procurement operations processes
- Drive quality through execution and implement process improvement strategies
- Efficient utilization of company systems, tools and spreadsheets
- Complying with all Solaris Water Midstream policies, processes and procedures applicable to the job function

Education and Qualifications

- Minimum of 2 years demonstrated work experience in one or a combination of the following areas: Procurement, Supply Chain, or Purchasing.
- Strong analytical, critical thinking and problem-solving skills
- Strong project management skills
- Proven ability to work independently and as a team member
- Good organizational, multi-tasking, and time-management skills
- Self-starter and highly motivated team player

Supervisory Responsibilities

This position is an individual contributor and does not have any direct reports

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- *Project Management* - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget; manages project team activities.
- *Communications* - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

- *Change Management* - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.
- *Quality Management* - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- *Cost Consciousness* - Works within approved budget; develops and implements cost saving measures; contributes to profits and revenue; conserves organizational resources.

Computer Skills

To perform this job successfully, an individual should have working knowledge of Microsoft applications (i.e. Outlook, Excel, Word, PowerPoint, etc). Proficiency with Excel preferred.

This position requires a valid state issued driver's license and employees must pass an initial drug and alcohol screening at hire. Incumbents in this position are also subject to random drug and alcohol screenings.

TO APPLY, PLEASE SUBMIT A COVER LETTER & RESUME TO: HR@SOLARISMIDSTREAM.COM