



**Job title:** Purchasing Manager

**Reports to:** Director, Business & Administration

**Location:** Cokenergy LLC

**Compensation:** Competitive salary and bonus potential

### **Primary Energy Overview**

Primary Energy is an independent industrial energy provider of electricity, steam, hot water, and chilled water that focuses on building, owning, and operating inside the fence industrial energy facilities under long-term contracts. Our expertise is the effective utilization of byproduct fuels that would otherwise be flared, capturing waste heat and converting it into useful thermal products, and creating ultra-high efficiency combined heat and power facilities. Thoughtfully conceived industrial energy projects enhance the long-term financial health of our host mills, provide sustainable, low-cost energy, and provide a highly reliable source of energy. Our goal is to be the lowest-cost, highest value 3<sup>rd</sup> party energy provider for the industrial energy marketplace while making a reasonable return on our investment.

### **Job Summary**

The **Purchasing Manager** is involved in all aspects of the company's business, including being skilled at finding cost savings for the company. The purchasing manager must be able to review and analyze proposals for new projects promptly, and they must maintain frequent interaction with the staff to discuss proposals and offer purchasing strategies.

The Purchasing Manager will handle price and contract negotiations, maintain a positive level of rapport with vendors and potential service providers. They strive to identify the best vendors offering the most reasonable prices for the desired value.

The individual in this position must be able to multitask while paying great attention to detail. They must have a solid understanding of math, as well as excellent written and analytical skills. The individual must exhibit confidence and think quickly on his or her feet. He or she must be comfortable with enforcing the company's policies and procedures, as well as have a good background in business and know how the company functions internally. The position also responds to audit requests via the Director of Business & Administration, with responses concerning quarterly and current versus previous year spending variances.

### **Education & Skills Needed:**

Bachelor's degree or professional certification equivalent

5+ years of business-related experience

3+ years of materials management and inventory control experience



2+ years supervisory experience  
Comprehensive knowledge of budgets and operations  
Comprehensive understanding of contractor activity and invoicing  
Comprehensive knowledge of accounts payable records keeping  
Comprehensive understanding of cost control methods  
Ability to negotiate contracts for plant maintenance and other services  
Ability to negotiate pricing for plant supplies and parts  
Ability to monitor and manage inventory levels  
Ability to evaluate proposals for projects and ensure that all are based on an equal field  
Ability to arrange for contract services on a timely manner  
Ability to control plant costs  
Ability to deal with diverse groups to obtain the required information  
Ability to deal with vendors to obtain the best pricing and lead time  
Ability to process viewpoints from all in the group  
Ability to explain requirements and get consensus from concerned parties

**Job Responsibilities:**

- Ensure the delivery of accurate and reliable operational and financial information to support business strategic decisions, regulatory filings, and conformance to approved budgets
- Perform the purchasing functions, with minimum to no day-to-day supervision, at the Facility, to include solicitations of supplier quotes, analysis, recommendations, purchase order generation, and assistance with supplier relations
- Own and execute long-term vendor contracts and purchasing strategies
- Review proposal for projects and operational needs
- Provide inputs and/or resources required to obtain expected results
- Exercise judgment appropriately in completing tasks
- Operate within the context and prescribed limits as established by the immediate manager.
- Establish harmonious working relationships with colleagues
- Increase the skilled knowledge required for the position with appropriate support, as determined by the training and development programs and on-the-job experiences offered by the organization
- Bring forward situations thought to be inappropriate or inconsistent with the organization's policies and values
- To work in a manner that follows the safety practices, policies, and procedures of Primary Energy



- Negotiate and execute long-term contracts within the prescribed limits
- Perform and oversee the procurement functions at the facility, include supplier bid solicitations, analysis, and selection; purchase order generation; and supplier relations.
- Manage the inventory system.
- Other projects and responsibilities may be added at the company's discretion