***Purchasing Assistant***

Client: CF Industries

Location: Donaldsonville, La

Duration: 6 months and could go longer

Work Schedule: 6:30 am - 4pm (9 - 80 schedule)

**Job Responsibilities:**

* Ensures on-going efficiencies of the procurement and material control functions by reporting quarterly on the progress being made with regard to the Key Performance Indicators (KPIs).
* Ensures implementation of all procurement related policies, practices and process improvements.
* Participates in and promotes the work of  category and improvement teams.
* Supports the material control function to optimize inventory levels, minimize stock outs and sales of obsolete equipment and materials.
* Suggests improvements for process standardization and optimization in procurement processes.
* Obtains bids and quotations for defined areas of spend including preparation of bid packages, evaluation of bids, and developing initial supplier selection recommendations.
* Issues contract releases and purchase orders and expedite materials and services as needed; understand supplier lead times and impact on delivery.
* Supports required activity before, during and after turnarounds and key projects.
* Provides support to the administration of the supply base to include: introduction of new suppliers, evaluating supplier performance, managing insurance requirements and ensuring required training is completed.
* Supports end users in the utilization of procurement systems.
* Assists Accounts Payable with the resolution of invoice issues.
* Assists procurement specialists with information for claim management.
* Manages relevant supplier relationships and prepares input into the supplier management process.

**Requirements:**

* Bachelor's Degree required preferably in Business, Supply Chain, Engineering or other related disciplines.
* One or more years of commercial experience.
* Strong customer service orientation.
* Basic understanding of good procurement practice including negotiation, sourcing, bidding and contracting.
* Knowledge of SAP, Ariba and other procurement systems.
* Experience in heavy industrial environment, knowledge of chemical manufacturing and major capital projects.

The site expenditures are approximately x million relating to the acquisition of material, repairs, operating supplies, services and other areas of spend. The department also has oversight over about $y million in inventory spare parts including $z million in capital spares.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | |  | | --- | | **Charmaine Pardue​** | | | **Senior Recruitment Advisor** | | |  | | --- | |  | | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | [504-470-8544](tel:504-470-8544) Mobile | | [Charmaine.Pardue@PTSadvance.com](mailto:Charmaine.Pardue@ptsadvance.com) | | [**PTSadvance.com**](http://ptsadvance.com/) | | | | | |