

Procurement Manager (Procurement Agent) :: Synopsis

Fiorilli Construction, Inc. Cleveland, OH

Fiorilli Construction is a high growth General Contracting, Design Build, and Construction Management firm focusing on enhancing our relationships locally, within the Midwest and expanding nationwide. We are currently seeking dedicated, creative, high performing rock star in our industry who understand the teamwork and trust that is required in the commercial construction industry along with our hyper-growth culture.

We are exceptional in the construction field, have integrity in all we do, and believe in contributing to an amazing culture within our work environment. We believe in the philosophy of work hard, play hard. We all have various interests outside of the office; we are committed to family, and are passionate about our lifestyles. At the end of the day, building synergistic authentic relationships is our #1 priority. We do not believe that this is just a job, but a passion and we bring that to each and every project that we do.

We are looking for exceptional, seasoned commercial construction experts able to service clientele for a large variety of construction projects and take responsibility for all project productivity, communications, and controls while operating effectively and efficiently in a collaborative environment. Ideal candidates must be passionate about providing outstanding services to deliver a great product while demonstrating a strong sense of accountability.

Executive Summary

The Company's primary goal for your position is to utilize your skills as our Procurement Manager (PMr), aka Purchasing Agent / Buyout Process GURU in the support of overall Contracting and workflow across the organization for all variations of assignments, large and small. The basic function of the PMr is to procure, expedite subcontracts, suppliers, and schedule deliveries of materials and services to jobsite. The Procurement Manager develops and maintains relationships with subcontractors and suppliers. This includes evaluating subcontractor qualifications and financial capabilities. The Procurement department generally prepares, negotiates and awards all subcontracts, and purchase orders.

Qualifications

Candidates are preferred to have a minimum of 5 years' experience working in a large scale professional commercial construction environment, possess strong accountability, problem solving for the greater good, the ability to maintain solid relationships, and exhibit attention to detail in conjunction with excellent communication skills. Cutting edge technical savvy skills are preferred.

Experience in EOS Worldwide is preferred, EOS facilitation experience is a plus.

Reports to: **Director of Construction**

Accountabilities:

1. Buyout Process
2. Budget Loaded Scheduling
3. Buying Reporting & Forecasting
4. Job Startup Deliver Construction Excellence
5. Client & Sub Relations

Core Competencies:

- i) Dedicated to Fiorilli Construction's (FCI) Core Focus (BSAR & DCE), Core Values, SMART Guarantee, & 10² Company Vision shared:
CORE VALUES:
 1. **BSAR™ (Building Synergistic Authentic Relationships)**
 2. **OWN IT**
 3. **Always a Pro**
 4. **Integrity in All We Do**
 5. **Cutting Edge Cool****CORE FOCUS:**
 1. **BSAR – Building Synergistic Authentic Relationships**
 2. **DCE – Deliver Construction Excellence**
- ii) Maintain Company, team, individual priorities to ensure overall Company profitability, full support to Company goals & success, full support to co-workers success, maintain the best interests of the Company as 'priority one' in all activities. Act as good ambassador/liaison on the behalf of the Company with owners & vendors to develop quality relationships and interest in FCI.
- iii) Ability to systematically analyze complex problems, draw relevant conclusions and implement appropriate solutions. Competitive, strong sense of urgency & problem-solving ability. Timely delivery / hitting deadlines / nailing it under pressure
- iv) Great communication, coordination and multitasking skills. Strong electronic, written, verbal skills with ability to convey complex information in a way that others can readily follow.
- v) CONFIDENTIALITY. Client, co-worker, and vendor "transfer of trust" abilities
- vi) Tech savvy, solid knowledge of software and programs inherent to the Company.
- vii) Excellent negotiating and persuasive skills, both in one-on one and group situations.
- viii) Ability to meet the physical and mental demands to perform the duties required for this position.
- ix) Lead by example in the following:
 - (1) Passionately dedicated to the success of the Company and its employees
 - (2) Promote conducting ourselves via our CORE VALUES in all we do
 - (3) Instill employees and co-workers as our extended family
 - (4) Instill Customers and Vendors are our partners

Key Responsibilities:

1. Before construction, the Procurement department reviews contract documents including drawings, specifications and special requirements established by preconstruction department. This department then determines how the work should be broken down and purchased in order to obtain competitive pricing. The PMr must have good knowledge of the market place, potential labor or material shortages, and resources of each subcontractor.
2. The Procurement department also works closely with the project manager, superintendent and project engineer and provides support throughout the course of the project by:
 - a. Evaluating financial capabilities of subcontractors
 - b. Maintaining current insurance certificates and performance and payment bonds
 - c. Assisting in expediting materials
 - d. Assisting in resolving subcontractor issues
3. Leader in all procurement activities at FCI.
4. Prepare and execute procurement strategies.
5. Determine on a project by project basis with Leadership team what scopes of work will be purchased.
6. Review and write subcontractor scopes of work identified.
7. OWN the Vetting Trade Partners Core Process.
8. Negotiate and procure subcontracts, rentals, and any other project costs to Fiorilli Construction.
9. Once a price has been negotiated and approved by DOP the PMr will prepare the draft subcontract in Procure.

10. Once the construction schedule has been developed by OPS the PMr will assist in developing a cost loaded schedule that will be reviewed by OPS and BM for acceptance.
11. Manage national accounts – negotiate terms and rates.
12. Develop knowledge of cost of goods sold and their values.
13. Train and become Procore procurement GURU for all Procore related procurement modules.
14. Build strong relationships with subcontractors & vendors.
15. Setup the CBD report and populate regularly. Review with DOP prior to issuing the report to the project team.
16. Setup the project setup sheet and populate the baseline budget/ cost of goods sold and review with the DOP prior to issuing the report to the team.
17. Maintain and implement construction proforma / budget for each project
18. Negotiate pricing contracts with subcontractors and suppliers
19. Issue purchase orders for procurement and expedition of materials and equipment for jobs
20. Meet subcontractors and suppliers on-site as necessary
21. Ensure compliance to project budgets and provide analysis of deviations
22. Ensure accurate takeoffs to ensure budgets are accurate
23. Research new materials for design and cost savings
24. Maintain subcontractor and supplier insurance policies
25. Develop and implement Procurement strategies to deliver ongoing cost reductions and process simplification
26. Maintain relationships with subcontractors and suppliers
27. Establish new relationships with subcontractors and suppliers to ensure adequate resources for all projects and to continually improve pricing and quality of work
28. Assist in ensuring awareness and company compliance to all building codes and local construction guidelines
29. Assist in maintaining company quality control program
30. Leverage technology, safety measures, and information sharing to increase productivity and profitability
31. Assist in settling invoice or contract disputes
32. Forecast upcoming demand
33. Maintain sub/supplier information on company online management systems
34. Manage materials/equipment inventory
35. Assist in developing and write larger scopes of work for projects bidding.
36. Backstopping: Assist Precon if necessary with Estimating Responsibilities during overflow/peak periods
37. Backstopping: Project Management assignments if necessary during overflow/peak periods
38. Resolves issues effectively—seeing real problems, being comfortable with conflict, calling out the problems, and solving the problems in a practical and healthy manner. Ensures the leadership team is healthy, functional, and cohesive.
39. Effectively collaborates and stays on the same page with team members
40. Exemplifies and upholds our core values: Building Synergistic Authentic Relationships, OWN IT, Integrity in all we Do, Always a Pro, Cutting edge Cool People.
41. Exemplifies and upholds our Core Focus: Delivering Construction Excellence via Building Synergistic Authentic Relationships

First Year Outcomes together:

If selected, we are hopeful that our initial expected outcome in our first year together will be:

1. Improve Buyout bottom line by 5% across the board annually
2. Innovate and implement BUYOUT CORE PROCESS, 80% strong
3. 4 Rock star project Buyout Awards (by Director)

Fiorilli Construction offers cutting edge competitive compensation as well as a progressive benefits package.