



Job Title: **Procurement Analyst**

### **Job Description**

The candidate will be responsible for conducting moderate to complex procurement actions for various programs in accordance with the prime contracts, FAR, DFAR and company policy requirements. The individual should be able to analyze purchase requisitions; initiate RFQs/RFPs; review bids; select vendors; negotiate terms, conditions, and pricing of materials or services to be procured and issue/manage subsequent purchase orders utilizing MAS100.

- Processes and completes complex purchase orders; determines prices from available vendors which meet cost and quality guidelines; places orders.
- Conducts negotiations with suppliers to obtain products at the best quantity and cost in order to ensure end-users needs are met; negotiates delivery, terms and conditions, and pricing. Identifies future procurement opportunities to further procurement strategies.
- Solicits suppliers/vendors for materials/products/services through formal Requests for Proposals (RFPs) and/or Requests for Quotes (RFQs). Conducts negotiations on terms favorable considering quality, delivery, and prices; receives and evaluates proposals, quotations, and bids for acquisitions.
- Maintains communication with suppliers during course of procurement action in order to ensure timely delivery in compliance with the requirements of the procurement document. Establishes relationships with new suppliers and develops new supply sources.
- Plans and coordinates the procurement of materials, products/services and equipment necessary for the operation of the business unit or assigned projects. Recommends changes to existing standards; ensures suppliers/vendor's adherence to industry standards, technical quality standards, and other corporate/business unit driven expectations.
- Analyzes bids for specification compliance, prices, delivery commitments and past performance. Recommends revisions or process improvements to meet company needs.

### **Preferred Skills and Education:**

Minimum Education and Experience:

Bachelor's Degree and 2 years work experience or equivalent experience

Required Skills and Education:

Essential Job Functions

### **EEI Manufacturing Services**

703 Grand Central Street • Clearwater • Florida • 33756

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EEI is a Federally Certified Woman Owned Small Disadvantaged Business Operating in Florida



Minimum of 3 years of Defense manufacturing experience.

Ability to interpret blueprints and drawings

We are an Equal Opportunity/Affirmative Action Employer. We consider applicants without regard to race, color, religion, age, national origin, ancestry, ethnicity, gender, gender identity, gender expression, sexual orientation, marital status, veteran status, disability, genetic information, citizenship status, or membership in any other group protected by federal, state or local law.

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