



Procurement Officer 2024 Job Description

Scope and Position Responsibilities:

The Procurement Officer will be responsible for managing the acquisition of goods and services for the organization, ensuring that all procurement activities are conducted efficiently, cost-effectively, and in compliance with company policies and regulations. The ideal candidate will have strong negotiation skills, a keen eye for detail, and the ability to build and maintain relationships with suppliers.

Department: Finance - Procurement

Supervisor: Chief Financial Officer

Direct Reports: 0

Indirect Reports: 0

Major Areas of Responsibility:

- **Procurement Strategy Development & Planning:**
 - Develop and implement procurement strategies aligned with organizational goals in order to ensure compliance for federal grants in accordance with the Code of Federal Regulations 2 CFR 200.
 - Offer training and guidance to all staff.
 - Create a requisition policy and procedure and a contract administration system and refine credit card policy as necessary.
 - Review and approve all requisition requests.
 - Review all goods and services within the organization.
 - Conduct market research to identify potential suppliers and assess market conditions.
- **Supplier Management:**
 - Source and evaluate suppliers, negotiate terms and prices, and manage supplier contracts.
 - Build and maintain strong relationships with key suppliers and vendors.
 - Monitor supplier performance and resolve any issues or discrepancies.
- **Purchase Order Management:**
 - Prepare and process purchase orders, ensuring accuracy and adherence to company policies.
 - Track and manage orders to ensure timely delivery and compliance with specifications.
- **Cost Control & Budget Management:**
 - Monitor procurement spending and ensure alignment with budgetary constraints.



- Identify cost-saving opportunities and implement measures to reduce expenses.
- **Compliance & Documentation:**
 - Ensure all procurement activities comply with relevant laws, regulations, and company policies, including but not limited to the Code of Federal Regulations 2 CFR 200 in order to maintain compliance for federal grants.
 - Maintain accurate and up-to-date records of all procurement transactions.
- **Reporting & Analysis:**
 - Prepare reports on procurement activities, supplier performance, and market trends.
 - Analyze procurement data to support decision-making and improve procurement processes.
- **Collaboration & Communication:**
 - Work closely with internal departments to understand their procurement needs and provide support.
 - Communicate effectively with stakeholders to address concerns and provide updates on procurement activities.

Qualifications & Skills:

- Bachelor's degree in Business Administration, Supply Chain Management, or a related field.
- Relevant certifications (e.g., Certified Professional in Supply Management - CPSM) are a plus. Relevant experience may be substituted for the education requirement.
- Minimum of 3 years of experience in procurement or supply chain management. Experience in federal grant compliance is preferred.
- Strong negotiation and communication skills.
- Excellent analytical and problem-solving abilities.
- Proficient in procurement software and Microsoft Office Suite (Excel, Word, PowerPoint).
- Ability to work independently and as part of a team.
- High level of organizational and time management skills.
- Deep passion for the CrossPurpose mission and values.
- Employee must provide a working laptop (PC preferred) and smartphone.

Hours, Compensation and Benefits:

Hours: 40-50 hours/week

Starting Salary : \$70,000 - 96,000 annually



Performance Bonus: Up to 5% of salary

Vacation & Personal Days: 15 days per year, plus the office is closed Christmas Day - New Years Day and staff have limited duties

Sick Days: 6 days per year

Insurance Benefits: Health, dental, vision, workers compensation, unemployment, short term disability, long term disability

These and other benefits are discussed in more detail in our Employee Handbook.