



**Job Announcement**

<b>Position Title</b>	<b>Purchasing Manager</b>
<b>Department</b>	KGS Purchasing – Orlando, FL
<b>Reports To</b>	Chief Administrative Officer
<b>Company Name</b>	Katmai Government Services
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<b>FLSA Status</b>	Exempt
<b>Pay Rate or Salary</b>	DOE
<b>Work Schedule</b>	40 hours per week (overtime may be required to meet project deadlines) moderate travel
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**Summary** The Purchasing Manager is responsible for the purchasing of goods and services through the development and implementation of strategic purchasing plans for corporate and government contract requirements. The PM shall manage supplier purchasing plans for both corporate and government contract/projects in conjunction with Chief Administrative Officer and other designees. The PM is responsible for the formulation of purchasing policies, procedures, methods, operating practices, and performance standards for all divisions/product and service area and programs. Other areas of responsibility include price negotiations, planning, and augmenting logistics support in the field as requested.

- Essential Duties and Responsibilities**
- Implement Purchasing strategy and policies compliant with audit procedures and certified purchasing system processes.
  - Forecast procurement needs across all facilities.
  - Monitor macro and trends in supplier and contract base and implement plans to react.
  - Assist in developing relationships with key suppliers and customers as well as manage vendor relationships and assist in building effective partnerships.
  - Receive and review purchase requisitions, and issue purchase orders in accordance with company policy and negotiated terms and conditions and in collaboration with the Business Directors.
  - Maintain purchasing files and manage the templates and forms needed to support the purchasing function.
  - Develop and report metrics for purchasing.



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- Resolve complex supplier performance issues including pursuing remedies against suppliers when necessary.  
  
Assist in planning, developing and buying materials, parts, supplies and equipment in a timely and cost effective manner while maintaining appropriate quality standards and specifications.
- Assist in proposal development by providing pricing support for goods and services.
- Liaise with Accounts Payable Department to ensure accurate and timely payment of invoices, as necessary for the business with the supplier.
- Maintain a vendor management system that tracks acceptability, responsibility, quality, and performance for the vendors used to support KATMAI activities.

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## Experience Requirements

- 5 or more years of purchasing experience working on projects within services, construction, environmental, remediation or associated industries contracts for governmental agencies or larges corporate providers.
- Experience with military and federal agency programs.
- Excellent editing, organizational, analytical and interpersonal skills.
- Innovative in solving problems and finding information.
- Ability to work on short-term assignments with tight deadlines while managing multiple tasks and projects.
- Understanding of Federal and DoD industry standards, i.e. CFR, UCC, FAR & DFARS.
- Ability to translate technical information in documents for technical and non-technical personnel.
- Experience executing vendor teaming agreements, and negotiating favorable terms and conditions.
- Candidate must be familiar with Fixed Price and Cost Type contracts.
- Efficient and effective working in a fast paced environment.



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- Knowledge of generally accepted accounting standards and federal cost principles.
- C.P.M or C.P.S.M. certification preferred.
- Previous experience in the implementation of purchasing programs.
- Finance and management experience.
- Knowledgeable about compliance implications that may impact the project and contract deliverables.
- Familiar with the US Small Business Administration 8(a) Programs.
- Able to work with multicultural teams and have superior interpersonal skills.
- Should be able to multitask, as well as set priorities and meet deadlines.
- Have excellent management and supervisory skills and be able to communicate effectively in written form and verbally
- Committed to professional ethical standards and be confident decision-maker.

**Educational Qualifications**

Bachelor's degree in business administration, management or accounting.

**Special Skills**

- Have good computer skills and be proficient in the Microsoft Office suite and basic accounting, which are necessary for assisting in compiling financial reports in conjunction with the Controller. Deltek/ CostPoint desirable.

**Supervisory Responsibilities**

May directly supervise employees in purchasing support function. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

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**Physical Demands**

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to use hands to fingers, handle, or feel and talk or hear. The employee is occasionally required to stand and walk, and occasionally be able to lift up to 50 Pounds. Reasonable accommodations may be made to enable qualifies individuals with disabilities to perform the essential functions of this job.



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**Work Environment** Work is performed in a professional office setting including the normal office equipment (computer, fax machines, copier) and with a wide variety of people in differing functions, personalities and abilities.

**Preference Statement** Equal Opportunity Employer, F/M/D/V; Preference will be given to Ouzinkie shareholders in accordance with Title 43 U.S. Code 1626(g) and Title 42 U.S. Code 2003-2(i).

**To Apply** To apply submit application and resume via e-mail to [jobs@katmaicorp.com](mailto:jobs@katmaicorp.com) or via fax to (907) 565-2263. Application may be obtained at [www.katmaicorp.com/careers](http://www.katmaicorp.com/careers).

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