



Procurement & Logistics Coordinator

Team: Operations

FLSA Status: Exempt

Job Type: Regular

Work Schedule:

Minimum 40 Hours** RF Connect is a Sales and Customer service driven organization it is expected that our colleagues will be flexible outside the typical business hours to achieve the objective of their position and provide outstanding Sales and Customer service to RF Connect Clients.

Job Status: Full Time

Reports To: Director of Operations

Amount of Travel Required: As Required

Region: Farmington Hills, MI

RF Connect LLC is a leader in the design, deployment and support of high performance wireless networks and solutions. RF Connect is seeking a proven procurement and logistics expert to be a key member of the operations team.

Who We Are

Our philosophy is simple – hire the best people, do the best work, and set the standard for the industry. This is precisely what has fueled our success.

RF Connect hires only top caliber associates. If you combine excellent character, strong work ethic, great references, an intelligent logical mind, great communication and people skills, and familiarity within RF and wireless LANs we would like to hear from you.

We offer a top environment, a great education, and solid compensation in exchange for very hard work, customer devotion, productivity, and teamwork.

POSITION SUMMARY

The Procurement & Logistics Coordinator is responsible for the efficient coordination of materials for in-building DAS installation, integration, material procurement, and project related document control and assisting all Project Managers throughout the stages of a project. The Procurement & Logistics Coordinator will focus on supporting Project Managers with items including initiatives from proposal and requirements definition to project planning and implementation. This role will include assisting a Project Manager in the areas of material procurement and delivery, materials cost, delivery & type, internal manpower scheduling, project status reporting, assist in reports that need to be prepared for clients and project managers. Responsibility will include directing tasks, making sure materials procured comply with estimated costs and arrive on the job sites in accordance with the project schedule. Will assist project managers and engineers in reviewing budget, workflow and deliverables for multiple, complex projects, and other duties as called upon.

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Primary Functions

- Process purchase orders for materials and subcontract labor, monitor procurement, shipping and delivery of materials for all solutions
- Work with suppliers to know product availability and assure competitive pricing.
- Communicate current pricing and availability to Proposal Manager and Estimators.
- Proactively manage project materials cost against estimated project costs to insure margin/profit objectives are met or exceeded.
- Tracking of material deliveries, collection and storing of all shipping documents in a timely and cost effective manner
- Assist estimators in applying accurate and current materials costs to estimates and change orders
- Assist PM and Accounting to insure accurate and timely invoicing and monitor procurement of materials for all solutions
- Procure any necessary specialty technician tools
- Responsible of Shipping, Tracking and Receiving of all project related materials.
- Assist PM in scheduling and coordinating with vendors and subcontractors materials delivery
- Keep the project team well informed of any changes or updates in material and project resource availability
- Work with Project Manager to insure proper and timely invoicing is sent to customer; assist PM in gathering all necessary back-up documents that must accompany invoices on a case-by-case basis.
- Assist project team in developing and maintaining project process related documents as well as monitoring compliance of projects with established procedures

Secondary Functions

- Communicate with and maintain positive relationships with customers, Project Manager, Sales Person, and the respective project team
- Track and insure that all project related documentation is saved and stored properly from project commencement to close out
- Assist PM in documenting delays and developing effective work solutions
- Update project folders with all notes, technical documents and quotes as appropriate
- Ensure all Company Fleet Vehicles are kept to safety standards, coordinate and schedule all scheduled maintenance and required service, includes insuring vehicles are clean and fueled at all times.
- Maintain and track all field engineering test equipment and insure that all tools are returned for calibration on a regular schedule that complies with manufacturer, customer and RF Connect requirements.
- Maintain the cleanliness and organization of the company of the warehouse.
- Janitorial Services are performed weekly and outsourced but you will be responsible for insuring that this service is performed as contracted and to standards.
- Continuous improvement through aggressive cost and process improvement is expected and required without sacrificing quality or technical or scope requirements

POSITION QUALIFICATIONS

Competencies

- Customer Oriented - Ability to take care of the customers' needs
- Communication, Oral - Ability to communicate effectively with others using the spoken word
- Business Acumen - Ability to grasp and understand business concepts and issues
- Analytical Skills - Ability to use thinking and reasoning to solve a problem
- Relationship Building - Ability to effectively build relationships with customers and co-workers
- Negotiation Skills - Ability to reach outcomes that gain the support and acceptance of all parties

- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative
- Energetic - Ability to work at a sustained pace and produce quality work
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace
- Communication, Written - Ability to communicate in writing clearly and concisely
- Innovative - Ability to look beyond the standard solutions
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result
- Self-Confident - The trait of being comfortable in making decisions for oneself
- Detail Oriented - Ability to pay attention to the minute details of a project or task

SKILLS & ABILITIES

- Highly organized and disciplined thinker, effective time manager, must have a task and project completion drive and focus
- Experience in project purchasing is a requirement
- Understand and execute details of complex projects meet deadlines and overcoming obstacles
- Strong organizational skills and process oriented mind set
- Ability to set, manage and track multiple priorities and related details
- Ability to follow through with contractors, RF Connect personnel to get information/details required to meet our service level requirements
- Ability to effectively present creative alternatives to the team in areas of improvement of system/tool initiatives
- Contract knowledge
- Sales tax knowledge
- Solid math skills
- Knowledge of Microsoft Office programs
- Proficient knowledge and utilization of accounting software, purchasing software and ability to analyze projected materials costs versus actual costs, QuickBooks preferred.

Education: Associates degree and/or High School Diploma or equivalent work experience

Experience: 3 years preferred in a supply chain environment.
Customer service and/or administration in a customer service environment
Procurement experience
Logistics experience
Project Management experience

WORK ENVIRONMENT

Work is remote or in a typical office environment.

RF Connect has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.