



## Propel Procurement & Logistics Manager

### Job Scope

As a Procurement and Logistics Manager, you will strategically plan, execute, and oversee all FSG Prefabrication logistics, warehouse, packaging, and purchasing procedures. You must develop and implement all QA/QC policies and ensure highly accurate shipping and receiving procedures.

### Responsibilities

- Review requisition orders to verify accuracy, terminology, and specifications.  
Calculate costs of orders and charge or forward invoices to appropriate accounts.  
Compare prices, specifications, and delivery dates to determine the best bid among potential suppliers.  
Locate suppliers, using sources such as catalogs and the internet, and interview them to gather information about products to be ordered.  
Track the status of requisitions, contracts, and orders.  
Check shipments when they arrive to ensure that orders have been filled in correctly and that goods meet specifications.  
Contact suppliers to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.  
Direct, optimize, and coordinate full order cycle, monitoring of quality, quantity, and stock levels.  
Liaise and negotiate with suppliers, manufacturers, retailers, and consumers.  
Arrange warehouse, catalog goods, plan routes, and process shipments.  
Maintain an accurate tracking log of assets within the department.  
Keep a clean and safe working environment and optimize space utilization and flow.  
Supervising, coaching, and training assigned resources.

### Requirements

- Previous experience in warehouse management and logistics.  
Knowledge of sourcing and procurement techniques.  
Good knowledge of supplier or third-party management software.  
Aptitude in decision-making and working with numbers.  
Experience in collecting and analyzing data.  
Strong leadership capabilities.  
Must be able to pass a drug and background screen.

As an EEO/Affirmative Action Employer all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status.