



Position Title Project Controls and Procurement Manager

Company NEO

Location Lancaster, OH

Department Operations

Posting Date 9/27/21 Posting Expiration Date 10/4/21

PRIMARY FUNCTION

The Project Controls and Procurement Manager (PCPM) performs a variety of tasks related to the procurement process as well as administering the project controls processes for the capital expenditures at Northeast Ohio Natural Gas Corp. (NEO). This role has two direct reports; the Purchasing Manager and the Inventory and Logistics Controller. In addition to overseeing all of the procurement activities for NEO (including purchasing, vendor qualification, inventory, inventory forecasting, etc.), this individual will be responsible for keeping an up-to-date schedule, forecast, and accruals for all the NEO capital expenditures. Regular communication with the Director of Operations, Operation management, contractors and the NEO finance team is essential to ensure all aspects of the work are kept up to date, changes to the work are communicated, and problems elevated when required.

The PCPM will ensure the highest levels of integrity are maintained in our procurement processes and the stocking, handling and disbursement of materials.

Daily Responsibilities and Qualities

- Reports to Director of Operations
- Execute project control functions for NEO CapEx program
- Oversee inventory process and administration and control company inventory
- Lead, coach and direct construction personnel to ensure safe, efficient, and quality work
- Have a working knowledge of, and maintain compliance with Pipeline Safety Regulations and other local, state and federal agencies requirements as related to inventory and logistics
- Be a champion of safety and quality and lead by example
- Demonstrate integrity in all aspects of the role
- Cultivate good working relationships with other stakeholders within the company while maintaining a high level of customer service for our internal and external customers.

Miscellaneous

- Proficiency in construction forecasting, scheduling and progress accruing
- Have a working knowledge of SAP
- Will be expected to attend meetings and conference calls as needed
- Will be expected to attend training as required



QUALIFICATIONS

High school diploma is required for this position. A minimum of 5 years of industry experience is required.

Ability to communicate effectively in writing and verbally with co-workers and customers on a daily basis. Ability to perform daily work with computers including MS Word, Excel and Outlook. Knowledge of the SAP accounting system platform is a plus. Have an eye for detail in correctly filling out paperwork, checking others work and following processes and procedures.

COMPETENCIES

- Proficiency in Microsoft suite of products. Working knowledge of scheduling software, a plus
- Ability to clearly communicate complex ideas verbally and in writing is crucial for ease of understanding between customers, authorities, and fellow employees
- An understanding of natural gas system materials and their function
- Ability to respond in emergent situations with urgency and calmness
- A motor vehicle operator with valid license is required, and the applicant must be bondable with no record of felony convictions

WORKING CONDITIONS

PHYSICAL DEMANDS:

Daily activity is fast paced, physically demanding, and with production goals. Duties involve planning, scheduling, and communicating job scopes with company and contractor crews. The individual must be available for emergency call-outs and be able to work extended hours.

Majority of the workday is spent in an office setting; however, this individual can be exposed to (and must have tolerance for) varying environmental conditions including weather, noise, and dust. Exposure to construction equipment and normal driving hazards is encountered regularly.

SAFETY SENSITIVE JOB:

This is a safety sensitive job and as such is subject to random drug testing as required by the U.S. Department of Transportation (D.O.T.). Employment is contingent upon passing a pre-employment physical examination and completing DOT OQ courses.

Application Process:

Internal candidates should complete the internal posting form and send the form to Annmarie Vincent, Human Resource Manager by the posting expiration date. Please include a resume if applicable.