

Sundance Square

Procurement Specialist

Fort Worth, Texas



Procurement Specialist Overview

Sundance Square has become a model for urban development, creating a large cultural and economic impact on the city of Fort Worth.

As the Procurement Specialist, you will report directly to the Director of Strategic Resourcing of Sundance Square Management.

The Procurement Specialist Role

The Procurement Specialist will be responsible for promoting transparency and accountability in purchasing activities of the organization. They must be self-motivated, enjoy working with others, have outstanding communication skills (written and verbal), and have close attention to detail. The Procurement Specialist must work well within a cross-cultural team environment.

In this role, the Procurement Specialist's primary job responsibilities include:

- Implementing best-practice procurement policies and procedures
- Coordinating purchasing activities with company departments
- Creating scopes of work, bid specifications, RFPs and RFQs
- Soliciting bids from appropriate vendors and evaluating quality and suitability of goods and services
- Coordinating and negotiating technical and large-scale procurement of both operating and capital goods and services
- Draft, implement and manage contract expirations, renewal, amendments, and terminations
- Preparing recommendations for director and ownership on bid awards, execution and/or renewals of agreements, and other purchasing procedures and activities
- Assisting in annual budgeting for contractual services
- Working closely with Legal on contract formation and execution
- Ensuring vendors' compliance with their approved contracts, including invoicing methods, receipt of activity logs/reports, scopes of work, etc.
- Assisting in training company personnel on procurement policies and procedures
- Aiding in oversight of the company procurement card program and other companywide procurement methods such as corporate account and credit accounts with vendors
- Working closely with Accounting & Finance on Accounts Payable functions, including the purchase order system, automated workflows, and timely invoice resolution

In addition to performing the key responsibilities of this position, the Procurement Specialist must exemplify our values and guiding principles to ultimately fulfill our purpose.

Required Knowledge, Skills and Abilities (Qualifications)

- Familiarity with purchasing practices and procedures; technical specification writing a plus
- Knowledge of basic budget and accounting practices
- Strong verbal and written communication skills
- Customer service skills to serve as a liaison with vendors and internal staff
- Communicate with stakeholders using negotiation and mediation skills
- Ability to research and deduce logical conclusions
- Develop and influence organizational procurement strategies
- Evaluate quality, pricing and vendor performance

- 3+ years sourcing and negotiating
- Demonstrated problem-solving and strong analytical skills
- Bilingual (English/Spanish) is desirable

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Generally required to stand, walk, sit, climb, carry, use hands, handle documents, bend and stoop as needed, and reach with hands and arms
- Must be able to verbally communicate with others and exchange accurate information
- Ability to receive detailed information through oral communication, and to distinguish sound and perceive the nature of sounds at normal speaking levels with or without correction

Work Environment

The work environment conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit at a computer for an extended period of time

*Must be able to perform all of the essential duties of the job with or without reasonable accommodation

Equal Opportunity Statement Sundance Square Management and Sundance Square Security are both Equal Opportunity Employers. All aspects of employment, including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs, both do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.