



Procurement Manager

Our Mission: Houston Zoo connects communities with animals, inspiring action to save wildlife.

Our Vision: Houston Zoo will be a leader in the global movement to save wildlife.

Houston Zoo is seeking a professional that has worked directly with managing procurement support, contract negotiations, and project management. Must have a good working knowledge of performing a wide variety of tasks that involve an advanced level of analytical skills to include considerable experience in spend/cost analytics.

RESPONSIBILITIES:

- Provides procurement support, focusing on multiple simple- to-complex, commodities, as well as specific technologies, to develop expertise.
- Executes standard risk mitigation and business continuity; cost management and operations strategies; identifies common contract risk areas.
- Lead, develop, assign, and monitor sourcing projects, including responsibility for negotiation, reporting, agreed savings and (cost) budgets.
- Define and execute project/contract roll-outs in coordination with stakeholders
- Manages the warehouse functions to ensure most effective use of limited space and to minimize inventory on hand.
- Collaborates with internal and external partners (e.g., finance, legal) to meet business objectives and ensure control and compliance requirements across businesses.
- Performs tasks as assigned and applies experience to align individual work with overall strategy using discretion and judgment.
- Collaborates with teams to maintain and enhance the current operations and processes.
- Executes process improvements.
- Perform risk management for supply contracts and agreements
- Control spend and build a culture of long-term saving on procurement costs
- Participates in Supplier Selection activities.
- Negotiations contracts with suppliers; engages with suppliers; may be responsible for day-to-day operations of suppliers.
- Executes standard risk mitigation and business continuity; cost management and operations strategies; identifies common contract risk areas.

Computer Skills

- Experience using procurement software to manage contracts and processes
- Proficient computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheets, graphics, etc.
- Highly skilled with utilization of excel
- Experience in Microsoft Office applications

Education and Experience

- Bachelor's degree (B. A.) from four-year college or university in Business, Finance; or sufficient related experience and/or training; or equivalent combination of education and experience
- Minimum ten years' experience managing procurement and contract negotiations
- Advanced knowledge of procurement and contract management, including best practice procurement concepts
- Exhibits strong strategic thinking capability with a high level of negotiation skills
- Advanced Analytical Skills, Considerable experience in Spend/Cost Analytics
- Ability to work through multiple tasks simultaneously, manages time efficiently, and works with minimal supervision
- Experience in negotiating price, terms and conditions of materials, equipment and services
- Ability to write, interpret, and evaluate contract terms and conditions and possess a general legal working knowledge to work with legal advisors
- Oversee evaluation of proposals
- Skilled in areas of budgeting and financial administration
- Strong drive for results and willingness to work towards targets
- Strong technical and/or market knowledge from external sources and incorporate those ideas into procurement
- Ability to balance the needs of multiple departments
- Lead the development of effective networks of suppliers
- In depth knowledge of the procurement area, commodity strategies, goals and objectives
- Experience in managing the total relationship with the assigned suppliers to provide optimal cost, technology, availability and quality of components/sub-assemblies and their impact on finished products
- Experience with IT sourcing, supplier management, and contract negotiation

ABOUT HOUSTON ZOO

The Houston Zoo is made up of many moving parts with over 6,000 permanent residents (our animals) for whom we provide housing, meals, medical care and, yes, even education! There are over 2 million guests each year who come to experience our incredible variety of animals and ecosystems, as well as attend special private and public events and entertainment. Our dedicated staff works around the clock to ensure that the Zoo is always running smoothly for the safety and well-being of our residents and guests. We strive to ensure the protection of all the counterparts of the animals we have at the Zoo and in the wild.

Join the Houston Zoo and become a part of an organization that is focused on the preservation of wildlife and their habitats by combining conservation with education and promotion of sustainable livelihoods in the local communities. Houston Zoo is an Equal Opportunity Employer

Visit www.houstonzoo.org/careers to download an application.

E-mail resume to careers@houstonzoo.org