



**Job Title:** Manager, Procurement & Contracts

**Department:** Finance

**Reports To:** Chief Financial Officer

**Location:** State College, PA

The Manager, Procurement and Contracts is responsible for managing the corporate procurement function and partnering with appropriate functional, technical and legal personnel to negotiate pricing and develop contractual agreements. This includes strategy development and execution, supplier relationship management, risk management and supplier performance management. Supports drilling, completion and facility activities with an annual capital spend of over \$200 MM per year and annual LOE budget of \$100 MM per year.

**Education/Qualifications**

1. Bachelors Degree in related field (MBA preferred)
2. Minimum of 10 years “hands on” experience in purchasing and/or material control role, preferably in the oil & gas industry
3. Minimum 3 years supervisory experience
4. Minimum 3 years experience in a corporate purchasing or contract department

**Requirements/Skills**

1. Knowledge of the principles, practices, policies and procedures of procurement and material management.
2. Sound quantitative, analytical and problem resolution skills and familiarity with financial concepts is required.
3. Demonstrated experience in developing, analyzing, directing and evaluating a corporate procurement and contract management system.
4. History of strong negotiation for materials and services resulting in cost reductions.
5. Strong written and oral communication skills, with ability to build relationships across organization and with vendors.
6. Strong leader who is highly motivated and works well under pressure.
7. Proficient in Microsoft Office Products

**Job Duties and Responsibilities**

- Develops and manages the company’s corporate procurement strategy while adding business value and improving the bottom line performance.
- Develops and communicates procurement best practices and operating policies across the organization.

- Utilizes comprehensive business and market intelligence data to proactively identify strategic opportunities and value-added solutions related to material quality, cost, delivery, service, technology, etc.
- Performs in-depth spend and category analysis and reporting. Makes recommendations to optimize spend leverage and implement industry standards to streamline process and improve efficiency while implementing overall cost reductions. Manages the supplier base to reasonable size, gather rogue spend and further leverage purchasing dollars.
- Develops sourcing recommendations based on comprehensive competitive analysis; may include financial analysis, supplier quality and/or technical capabilities, availability and assurance of supply, etc.
- Manages strategic supplier performance and relationships through the use of business reviews, supplier performance scorecards, metrics reporting, contract administration tools and continuous improvement projects; must be able to develop relationships and interface with senior level supplier representatives to ensure supplier commitment to key programs.
- Manages supplier sourcing and certification, negotiate contracts and drive services and quality standards.
- Develops and executes advanced negotiation strategies that support business objectives; including structuring and negotiating complex contractual agreements. Proactively manages contractual agreements; manages key terms, expiration dates, amendments, etc.
- Continually monitors and mitigates supplier financial, production/capacity, quality and other supplier risks.
- Manages material flow to ensure inventory is maintained to the optimum level to support operations while keeping inventory holdings at the appropriate levels.
- Develops standard reporting templates to be delivered on a regular basis as required by management.
- Works with Audit and Finance and develops internal controls for procure to pay programs and systems; ensuring data integrity, compliance with Sarbanes Oxley, GAAP, internal policies and purchasing ethic standards. Reviews system capabilities and makes recommendations for system enhancement to improve process and reporting capabilities which would capture data and allow for utilization in the measurement and reporting of key performance metrics.