



Process Technical Services
14550 Torrey Chase Blvd, Ste 220
Houston, TX 77014
1 (800) 426-2317
www.ProcessTechnicalServices.com

Procurement Manager

The Procurement Manager is responsible for leading the procurement function by developing sourcing strategies, managing supplier relationships, negotiating contracts, and ensuring the timely acquisition of materials, equipment, and services. This role partners with project management, engineering, logistics, finance, and operations teams to support project execution while maintaining cost efficiency, quality, and compliance.

Responsibilities

- Develop and execute procurement strategies that align with company objectives and project requirements.
- Manage the sourcing, purchasing, and delivery of materials, equipment, and subcontracted services.
- Identify, evaluate, and negotiate with suppliers and vendors to obtain the best value while maintaining quality and delivery standards.
- Review and negotiate contracts, purchase orders, pricing agreements, and terms and conditions.
- Monitor supplier performance, resolve procurement issues, and maintain strong vendor relationships.
- Collaborate with project teams to forecast procurement needs and ensure materials are available to support project schedules.
- Track procurement budgets, purchase commitments, and expenditures to support cost control initiatives.
- Ensure compliance with company procurement policies, contractual obligations, and applicable regulations.
- Identify opportunities for cost savings, process improvements, and supply chain optimization.
- Prepare procurement reports, performance metrics, and purchasing forecasts for leadership.

Qualifications

- Bachelor's degree in Supply Chain Management, Business Administration, Procurement, or a related field preferred.
- 8+ years of experience in procurement, purchasing, supply chain management, or contract administration, with preferred leadership experience.



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- Strong knowledge of procurement processes, contract negotiation, vendor management, and strategic sourcing.
- Experience supporting industrial, engineering, construction, manufacturing, or energy projects preferred.
- Proficiency with ERP systems, procurement software, and Microsoft Office applications.
- Excellent negotiation, analytical, organizational, and communication skills.