

RESUME REQUEST FORM

04Feb2022

JOB TITLE/LOCATION: Procurement Engineer / WSNco Office (New Orleans, LA)

REPORTS TO: Project Manager

SOFTWARE REQUIRED: MS Office, SharePoint, Excel

SOFTWARE PREFERRED: Bluebeam, Navisworks, PowerBI/Tableau, AutoCAD, Cloud-based Procurement/Material Management tools

COMPANY PROFILE:

Waldemar S. Nelson and Company (NELSON) is a multi-discipline design and project management consultancy serving a wide range of industrial, commercial, and governmental clients across the U.S.A., and at selective international sites.

NELSON is a well-established firm based in New Orleans, Louisiana. With a staff of over 250 employees, NELSON provides professional services to its clients for projects both large and small.

NELSON has a competitive benefits package including healthcare, 401K, standard holidays, vacation/sick PTO, multiple work schedules to choose from which include half-day Fridays or every other Friday off.

www.wsnelson.com

JOB DESCRIPTION:

NELSON is currently looking for a Procurement Engineer to help expand its procurement and material management capabilities across large multi-discipline projects for a large international mining company with assets located in Indonesia. Prospective candidates can expect to join a dynamic and creative team focused on developing streamlined workflows, pursuing new innovative solutions, and enhancing project delivery by leveraging data-driven procurement and material management tools. As an integral part of the project management team, prospective candidates can expect to take on a wide range of responsibilities within the role of Procurement Engineer including but not limited to ...

- Responsible for supporting the Project Manager on all procurement and material management efforts
- Responsible for providing oversight of procurement activities on one or more projects
- Responsible for establishing lean procurement workflows
- Responsible for the overall quality of all procurement deliverables
- Responsible for the management and oversight of procurement technicians and buyers
- Responsible for reporting on the status of material procurement from RFQ preparation through delivery of materials
- Responsible for coordinating material hand-off with owner's logistics personnel
- Responsible for creating and maintaining material responsibility matrices for one or more projects
- Responsible for overseeing material management workflows through detailed design effort
- Responsible for leading integration efforts with construction contractor
- Responsible for implementing new procurement/materials management software
- Responsible for establishing and executing System Quality Surveillance when applicable
- Responsible for F.A.T. testing and oversight execution strategy
- Interfaces with Discipline Engineering/Design Leads, Procurement, Purchasing, Project Controls, Document Control, Software/BIM, Admin, etc.

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QUALIFICATIONS

As a minimum, entry-level candidates are expected to have:

- Have attained a bachelor's degree and 5 to 15 years of relevant experience
- Have knowledge in the principles and practices of international procurement/engineering
- Communicate effectively, both verbally and in writing to a diversely educated audience.
- Be professional and detail oriented
- Display good communication, organization, and collaboration skills