

Job Title: Strategic Buyer

Zenviro Tech is a technology provider and systems integrator with 50 years of legacy experience specializing in environmental solutions for the treatment of exhaust air, wastewater, hazardous waste and organic waste streams. We provide highly reliable and cost-effective engineered solutions for environmental compliance, resource reuse, GHG emissions reduction, and renewable energy production.

Headquartered in the United States in the Greater Chicago Area and with offices in China and India, we are a business partner with a strong engineering heritage and a passion for solving problems for our customers. Our mission is to exceed our customers' expectations and deliver sustainable solutions that enable economic growth and environmental stewardship.

At Zenviro Tech, our commitment to excellence is what guides our actions with our employees. We offer a comprehensive benefits package for full-time employees which includes: Medical, Dental, Vision, 401K, Employer Paid Disability and Employer Paid Life Insurance.

Job Description

The Strategic Buyer/Purchaser is responsible for developing and executing purchasing strategies, tracking metrics to reduce project costs, negotiating pricing, and managing vendor performance and disputes. Strong leadership, negotiation, and analytical skills are required. An accomplished Strategic Purchaser will be someone whose expertise translates into higher profit margins and a competitive advantage.

Key Responsibilities

- Oversee all purchasing activities related to procurement of materials, from sales strategy through delivery of the material
- Develop and expand a global supply base that ensures the best value for service, quality, pricing and innovation
- Monitor project cash flow and work with suppliers on payment terms to support a positive project cash flow
- Lead supplier relationship management efforts, negotiating contracts, and optimizing supplier performance
- Implement strategies to mitigate supply chain risks and ensure continuity of supply.
- Close collaboration with key local and global stakeholders, including sales, project management, engineering, and legal to optimize scope cost competitiveness
- Support sales, engineering and project management in all sourcing requirements, updated pricing, deliveries and new developments or products; receive, manage and administer invoice approvals as needed based on purchase order value
- Identify and assist Quality Assurance with implementation of necessary corrective actions; evaluate suppliers using analytical tools such as supplier ratings, supplier surveys and scorecards; communicate with purchasing management and project teams on procurement strategies and goals
- Develop and implement strategic sourcing strategies in response to changing market conditions: identify critical areas of the supply chain and devise strategies to mitigate the impact of market conditions and supply chain issues on Zenviro Tech business.
- Develop and maintain relationships with existing suppliers, monitoring their performance and escalating any issues that may arise
- Be the primary point of escalation and resolution for scope-related supplier issues

Requirements

- Bachelor's Degree business, procurement, supply chain or related field or technical training equivalent
- 8+ years Sourcing in Purchasing and Supply Chain Management; experience in manufacturing environment is beneficial
- Proficient in Microsoft Office: Excel, Word, PowerPoint and Outlook
- Understanding of contract law and management of vendors, subcontractors and suppliers
- Strategic mindset
- Analytical and problem-solving skills

Preferred Skills

- Ability to read and interpret technical specifications, spreadsheets, flow diagrams and engineering drawings
- Strong communication and interpersonal skills
- Extensive experience in all aspects customer/market development
- Strong negotiation skills
- Capable of working independently and within a team
- Fosters an environment of continuous process improvement

Benefits

Full-time employee benefits include the following:

- Healthcare coverage (Medical, Vision and Dental insurance)
- Health Savings Account and Flexible Spending Account
- 401k and Company Match
- Paid time off (including 14 paid holidays)
- Paid Life insurance, AD&D, and disability benefits
- Hybrid Work Environment

At Zenviro Tech, we value and celebrate diversity. Zenviro Tech is committed to equal employment opportunity and prohibits any discrimination on the basis of race or ethnicity, religion, sex, pregnancy, gender expression or identity, sexual orientation, age, physical or mental disability, veteran status, or any other category protected by applicable law.

Contact

To apply, please submit your resume and a brief cover letter to: Recruiting@ZenviroTech.com