



PROCUREMENT ANALYST POSTING

Title of Position: Procurement Analyst
Location: Mason, OH
Department: Project management

Date Posted: 7/7/2020
Posting Expires: Open until filled
Position Type: Full Time, Salaried

BE AN EMPLOYEE OWNER AT THIS DYNAMIC CONSTRUCTION SUBCONTRACTOR!

Company:

Pioneer Cladding & Glazing Systems was founded in 1999 and in December 2018 was transformed into an employee-owned company with an ESOP (Employee Stock Ownership Plan). Pioneer is a growing exterior façade construction subcontractor specializing in custom unitized curtain wall. The company is headquartered in Mason, OH with offices in Cleveland, Baltimore, Johnson City and Kokomo. Pioneer's innovative approach coupled with cutting edge design technology has won awards as well as respect in the curtain wall industry. Pioneer is an equal employment opportunity employer with an established culture of rewarding a strong work ethic and providing ongoing training opportunities that promote an environment of creativity and career growth. Pioneer offers a generous benefit package to full time employees that includes Major Medical and Dental Insurance, 401K with a 4% match, Short- & Long-Term Disability, Company paid Life Insurance and Tuition Reimbursement.

Procurement Analyst Job Summary:

Completes detailed material takeoffs for metal, glass, fasteners and gaskets and marks drawings accordingly; Assists Project Managers with estimating and obtaining bids; Establishes and maintains productive relationships with external vendors; Tracks and monitors "standard" materials used by job and orders replenishment stock to ensure adequate materials are available in the shop and field when needed

Procurement Analyst Job Requirements:

Qualified candidates have a minimum of a High School diploma and two years relevant experience in procurement, construction estimating or construction project management. Requirements also include the ability to read and understand architectural and construction drawings and bid documents and proficiency in Microsoft Office and Excel. Associates degree in construction management, engineering or related field and fenestration experience is preferred.

Ideal candidates are able to schedule materials, effectively prioritize and resolve issues quickly. They are detail oriented with a high degree of accuracy; they are good communicators with excellent people skills and have an "on the shop floor" hands on approach. They are team builders and team players with excellent organizational and project management skills.

To Apply:

Please submit your resume, cover letter and salary requirements on our website:
<http://pioneerglazing.com/careers/>

Salary: Commensurate with experience

**For information on Pioneer, visit our Web site at www.Pioneerglazing.com
Pioneer is an Equal Employment Opportunity Employer and participates in E-Verify**