



PROCUREMENT COORDINATOR

LOCATION: Mason, OH

BE AN EMPLOYEE OWNER AT THIS DYNAMIC CONSTRUCTION SUBCONTRACTOR!

Are you experienced in procurement? Are you detail oriented and looking for an exciting growth opportunity? Do you want to work for a leader in the construction industry AND be an employee owner? If you answered "yes" to these questions, then Pioneer has an opportunity for you!

As the **Procurement Coordinator**, you will complete detailed material takeoffs for metal, glass, fasteners, and gaskets and mark drawings accordingly. You will assist the Project Manager with estimating and obtaining bids while establishing and maintaining productive relationships with external vendors. You will also track and monitor "standard" materials used by jobs and order replenishment stock to ensure adequate materials are available in the shop and field when needed.

To be successful in the position you will be a knowledgeable team player with strong analytical and problem-solving skills. You will also have:

- Associate degree in Construction Management, Manufacturing, Engineering, or related field, preferred
- 2 years of experience in procurement, construction estimating, or construction project management
- Ability to read and understand architectural and structural drawings, construction specifications, and bid documents
- Experience in Microsoft Office Suite including Excel
- Attention to detail with a focus on meeting goals and deadlines
- Proven analytical, evaluative, and problem-solving abilities
- Professional written and verbal communication and interpersonal skills
- Strong analytical, organizational focus and a quick learner
- Ability to work well as a team player

Pioneer Cladding & Glazing is a spirited employee-owned and growing exterior facade company specializing in custom unitized curtain walls. Our innovative approach coupled with cutting-edge design technology has won awards as well as respect in our industry. The culture at Pioneer is employee-centric with a focus on engagement, productivity, and accountability. We recruit, hire, train, mentor, and retain the **best-qualified** individuals for each job. We are only as great as our people and we're proud to say we do have the best **and we're looking for more!**

To learn more about Pioneer please visit our website and LinkedIn page:

<https://pioneerglazing.com/>

<https://www.linkedin.com/company/pioneer-cladding-and-glazing-systems-llc/>

Thank you for your interest in Pioneer Cladding & Glazing. No agency phone calls and/or telephone or email inquiries. Only qualified individuals being considered will be contacted for an interview.