

**TBI Airport Management, Inc.
Hollywood Burbank Airport**

Job Description

Procurement Specialist

Reports to: Manager, Procurement

Status: Exempt

General Description:

Provides administrative support in the acquisition of goods and services for a commercial airport.

Essential Job Functions:

Typical Tasks

- Overall responsibilities are to support sourcing activities in the acquisition of goods and services primarily on lower level purchases.
- Creates, reviews and processes departmental Requisitions to Purchase (RTPs) and POs, ensuring appropriate routing through the approval process.
- Maintain accurate and up to date departmental databases, reports and logs, and advise internal customers regarding option years and expiration dates of purchase orders.
- Conduct and maintain various purchasing-associated analyses upon request.
- Verify that invoices are consistent and compliant with Purchase Order terms and conditions.
- Provide support to senior procurement staff in the processing of competitive solicitations on PlanetBids as requested. Deliver results to requesting department.
- Track and log Field Purchase Orders.
- Close out completed Purchase Orders.
- Provide liaison assistance between departments and vendors.
- Track contractor insurance and licensing information in PlanetBids and request renewal certificates as needed.
- Coordinates the disposition of surplus property and equipment; prepares the necessary paperwork for sale, auction, or disposition.
- Create and maintain department PO and Professional Services Agreement (PSA) files and apply retention policy to both hard copy and electronic files.
- Resolve purchasing and delivery conflicts in a calm, professional manner.
- Perform other duties as assigned.

Core Competencies:

- **Accurate:** Performs documentation analysis, pays attention to details and performs work with few mistakes, maintains audit-ready files.
- **Diligent:** Conducts appropriate follow-up on requested back-up documentation to complete procurement files.
- **Service oriented:** Provides expedient turnaround for purchase orders; establishes and maintains cohesive working relationships with management, departments and co-workers.

- Analytical: provides thoughtful analysis of submissions for processing and can describe needs accurately. Exercises sound judgment, making appropriate recommendations based on Procurement Policy.
- Confident: Identifies and manages competitive bidding processes as needed; understands the differences between low bid, best value, and sole/single source acquisitions. Works well independently as well as in a team environment and is self-motivated.
- Time Management: Is able to focus on the results or goals with the most impact on the Airport; prioritizes according to workload requests.
- Flexible: Has ability to multi-task and manage several projects simultaneously; adeptly manages a diversified workload and can reprioritize as needed.
- Ethical: Has astute understanding of procurement ethics and integrity; maintains confidential information at all times.

Minimum Qualifications:

Employment Standards

- Bachelor's Degree from an accredited college or university in a business-related field, or a combination of procurement/contract management courses and work experience equivalency, or NIGP, CAPPO or NCMA certification in lieu of experience.
- 3 years' recent procurement experience in a sourcing, contracting, or procurement environment (in a service industry). Procurement experience in an Airport, Construction or FAA experience a plus.
- Experience with vendor management principles.
- Strong work ethic, ability to interact with and establish relationships with employees at all levels.
- Excellent customer service skills, deliverable-focused with a strong work ethic.
- Technology savvy.
- Dependable, demonstrates initiative.
- Exceptional verbal and written communication skills.
- Goal oriented, enthusiastic and dynamic interpersonal skills.
- Proficient skills in Microsoft Office 365 and Adobe Acrobat DC.

License and Special Requirements:

- Possession of a valid California Driver's license.
- Obtain and maintain security clearance as required by role and TSA regulations.

Preferred Qualifications

Knowledge of:

- PlanetBids or similar e-Procurement software.
- Knowledge of public purchasing and contracting principles and procedures.
- Experience maintaining an insurance program.
- Knowledge of California Public Works project requirements, i.e. Department of Industrial Relations requirements (prevailing wage), California State License Board requirements, etc.
- NIGP, CAPPO, NCMA, paralegal or similar certification.
- Experience in procurement for a multi-building or large campus facility.
- Experience with complex acquisitions, including leading the development of RFBS/RFPs/RFQuals, process across a broad range of buys, such as software, vehicles, professional services, MROs, etc. or experience with Blanket Purchase Orders or Master Service Agreements/IDIQ-type contracts.

Interested Candidates may apply by clicking the link below and completing the online assessments:

<https://www.ondemandassessment.com/link/index/JB-AM3Q6YJWW?source=HB-Website&u=137146>