

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

Job Description

Senior Procurement Specialist

Reports to: Sr. Manager, Procurement

Status: Exempt

Pay: \$80,000 - \$85,000

Schedule: 9/80 Work schedule, every other Friday Off

General Description:

The Hollywood Burbank Airport is seeking a strategic, self-motivated, and experienced Senior Procurement Specialist to join our dynamic Procurement Department. Working under the general supervision of the Senior Manager of Procurement, this role is responsible for leading the development of complete solicitation packages – including Request for Bids (RFBs), Request for Proposals (RFPs) and Request for Qualifications (RFQs) to support the procurement of goods and services in accordance with the requirements of a commercial airport.

Serving as a key link between internal departments and external vendors, the Senior Specialist ensures a seamless flow of goods and services that meet the operational demands and organizational expectations. This role will review requisitions, purchase orders, and vendor proposals – exceptional attention to detail and strong analytical skills are essential.

Essential Job Functions:

Typical Tasks

- Develop and create complex solicitation documents for RFB, RFP, RFQ process. Coordinate entire procurement life cycle process from solicitation through contract award.
- Coordinate and facilitate the evaluation process for competitive solicitations.
- Analyze cost proposals and financial data, preparing detailed reports to inform decision making.
- Assists in the development of departmental processes and procedures.
- Analyze contract terms and conditions and develop and process change orders, amendments, and renewals as necessary.
- Assist in preparation of staff reports for board approval.
- Establish positive working relationships with vendors, stakeholders, and management.
- Creates, reviews and processes departmental Requisitions to Purchase (RTPs) and POs, ensuring appropriate routing through the approval process.
- Drafts agreements using approved internal templates and manages contract review and redlining process between vendor and legal counsel.
- Maintains accurate and up to date departmental databases, reports and logs, and advise internal customers regarding option years and expiration dates of purchase orders. Distributes PlanetBids contract expiration notices to stakeholders.

- Conduct and maintain various purchasing-associated analyses upon request.
- Maintains industry expertise (is up to date on industry best practices).
- Verify that invoices are consistent and compliant with Purchase Order terms and conditions.
- Coordinates the disposition of surplus property and equipment; prepares the necessary paperwork for sale, auction, or disposition.
- Assist in maintaining 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.

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 professional procurement certification (NIGP-CPP, CPPO, CPPB) in lieu of experience.
- 5 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.
- 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:

- Experience with public sector procurement and contract management best practices
- PlanetBids or similar e-Procurement software.
- Knowledge of public purchasing and contracting principles and procedures.
- Knowledge of California Public Works project requirements, i.e. Department of Industrial Relations requirements (prevailing wage), California State License Board requirements, etc.
- NIGP-CPP, CPPO, CPPB, NCMA, paralegal or similar certification.
- 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, etc. or experience with Blanket Purchase Orders or Professional Service Agreements.

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

<https://www.ondemandassessment.com/o/JP-NZQG05IBG/landing?source=HB-Website>