

<b>Position Title:</b>	Administration, Procurement & Operations
<b>Location(s):</b>	Farmington Hills, MI
<b>Group Name:</b>	Operations
<b>Functional Area/Discipline:</b>	Operations
<b>Reports To (Job Title):</b>	VP of Operations
<b>FLSA Status</b>	Non-Exempt
<b>Work Schedule</b>	Minimum 8am-5pm: RF Connect is a Sales and Customer service driven organization it is expected that our colleagues will be flexible outside the typical business hours to achieve the objective of their position and provide outstanding Sales and Customer service to RF Connect Clients.
<b>Travel</b>	As Required

### A. Position Purpose

The Procurement & Logistics Coordinator is responsible for the efficient coordination of materials for in-building DAS installation, integration, material procurement, and project related document control and assisting all Project Managers throughout the stages of a project. This role will include assisting a Project Manager in the areas of material procurement, materials cost, and delivery of materials. Responsibility will include directing tasks, making sure materials procured comply with estimated costs and arrive on the job sites in accordance with the project schedule.

### B. Position Responsibilities

#### Primary Functions

- Process purchase orders for materials and subcontract labor, monitor procurement, shipping and delivery of materials for all solutions
- Work with suppliers to know product availability and assure competitive pricing.
- Communicate current pricing and availability to Proposal Manager and Estimators.
- Proactively manage project materials cost against estimated project costs to insure margin/profit objectives are met or exceeded.
- Tracking of material deliveries, collection and storing of all shipping documents in a timely and cost effective manner
- Assist estimators in applying accurate and current materials costs to estimates and change orders
- Assist PM and Accounting to insure accurate and timely invoicing and monitor procurement of materials for all solutions
- Procure any necessary specialty technician tools as directed by management.
- Responsible of Shipping, Tracking and Receiving of all project related materials.
- Assist PM in scheduling and coordinating with vendors and subcontractors materials delivery
- Keep the project team well informed of any changes or updates in material availability
- Assist project team in developing and maintaining project process related documents as well as monitoring compliance of projects with established procedures

#### Secondary Functions

- Communicate with and maintain positive relationships with customers, Project Manager, Sales Person, and the respective project team
- Update project folders with all notes, technical documents and quotes as appropriate
- Ensure all Company Fleet Vehicles are kept to safety standards, coordinate and schedule all scheduled maintenance and required service, includes insuring vehicles are clean and fueled at all times.
- Maintain and track all field engineering test equipment and insure that all tools are returned for calibration on a regular schedule that complies with manufacturer, customer and RF Connect requirements.
- Maintain the cleanliness and organization of the company of the warehouse.
- Janitorial Services are performed weekly and outsourced but you will be responsible for insuring that this service is performed as contracted and to standards.
- Continuous improvement through aggressive cost and process improvement is expected and required without sacrificing quality or technical or scope requirements

## C. Position Requirements

### Competencies

- Customer Oriented - Ability to take care of the customers' needs
- Communication, Oral - Ability to communicate effectively with others using the spoken word
- Business Acumen - Ability to grasp and understand business concepts and issues
- Analytical Skills - Ability to use thinking and reasoning to solve a problem
- Relationship Building - Ability to effectively build relationships with customers and co-workers
- Negotiation Skills - Ability to reach outcomes that gain the support and acceptance of all parties
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative
- Energetic - Ability to work at a sustained pace and produce quality work
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace
- Communication, Written - Ability to communicate in writing clearly and concisely
- Innovative - Ability to look beyond the standard solutions
- Goal Oriented - Ability to focus on a goal and obtain a pre-determined result
- Self-Confident - The trait of being comfortable in making decisions for oneself
- Detail Oriented - Ability to pay attention to the minute details of a project or task

### SKILLS & ABILITIES

- Highly organized and disciplined thinker, effective time manager, must have a task and project completion drive and focus
- Experience in project purchasing is a plus
- Understand and execute details of complex projects meet deadlines and overcoming obstacles
- Strong organizational skills and process oriented mind set
- Ability to set, manage and track multiple priorities and related details
- Ability to follow through with contractors, RF Connect personnel to get information/details required to meet our service level requirements
- Ability to effectively present creative alternatives to the team in areas of improvement of system/tool initiatives
- Contract knowledge
- Sales tax knowledge
- Solid math skills
- Knowledge of Microsoft Office programs
- Proficient knowledge and utilization of accounting software, purchasing software and ability to analyze projected materials costs versus actual costs, QuickBooks preferred.

### Experience

No Experience necessary. Individual must possess the right personal attributes for the position.  
Experience in one of the following: Telecommunications, Networking, Wireless, Cellular, Facility industry desired  
Ability to work as team member

### Education/Vocational Training

- Associate's Degree or High School Diploma with equivalent work experience

### Environmental/Physical Demands

- Must have use of hands/fingers and capable of lifting within regulatory limits
- Business travel required

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of employees so classified. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

*RF Connect is an Equal Opportunity Employer with leadership and a culture that supports diversity and inclusion.*