

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

Job Description

Senior Procurement Specialist

Reports to: Manager, Procurement

Status: Exempt

General Description:

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

Essential Job Functions:

Typical Tasks

- Overall responsibilities are to direct and support sourcing activities in the acquisition of goods and services.
- Create Requisitions to Purchase (RTPs) and Purchase Orders (POs), ensuring appropriate routing through the approval process.
- Maintain accurate and up to date departmental databases, reports and logs.
- Maintain hard copy and electronic files.
- Conduct and maintain various purchasing-associated analyses upon request. Verify invoices are consistent and compliant with Purchase Order terms and conditions.
- May act as a lead in the processing of competitive solicitations on PlanetBids, deliver results to requesting department and provide input on award recommendations as requested.
- Assist in the preparation of Staff Reports as requested.
- Develop and maintain strong relationships with internal customers.
- Track contractor insurance and licensing information in PlanetBids and request renewal certificates as needed.
- Resolve purchasing and delivery conflicts in a calm, professional manner.
- Plan, organize and negotiate large, more complex acquisitions as required, including coordination and authorship of various RFBs/RFPs/RFQs, across a broad range of categories, such as information technology, vehicles/large equipment, professional services, MROs, etc.
- Perform other related duties as assigned.

Ability to:

- Possess a high ethical understanding and excellent integrity.
- Interpret, analyze and synthesize complex information.
- Exercise sound judgment and make appropriate and accurate recommendations.
- Ability to manage a diversified workload and be flexible to rearrange priorities as necessary.
- Multi-task and manage several projects simultaneously.
- Work cohesively with all levels of management, departments and co-workers.
- Establish and maintain effective working relationships.
- Perform detailed oriented work and conduct appropriate follow-up.
- Manage and maintain confidential information and work product at all times.
- Understand low bid, best value, and sole/single source acquisitions.
- Work independently and be self-motivated.

Minimum Qualifications:**Employment Standards**

- Bachelor's Degree from an accredited college or university in a business-related field, or a combination of procurement/supply chain course work and supply chain/contract administration work experience equivalent to a 4 year degree.
- 5 years' recent experience in public procurement or contract management.
- Strong work ethic and ability to positively interact with others.
- Excellent customer service skills.
- Dependable, demonstrates initiative.
- Strong leadership ability.
- Exceptional verbal and written communication skills.
- Goal oriented, enthusiastic and dynamic interpersonal skills.
- Proficient skills in Microsoft Office software (Microsoft Word, Excel, Power Point).
- Full contract life cycle knowledge and experience.

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.
- Advanced knowledge of public purchasing and contracting principles and procedures.
- Experience with Master Service Agreements/IDIQ-type contracts a plus.
- Experience with moderating pre-bid meetings, evaluation interviews, etc. a plus.
- Experience maintaining an insurance program.
- NIGP, CAPPO, NCMA or similar certification.
- Aviation/FAA experience, knowledge of FAA Advisory Circulars and AIP grant funded projects.
- Experience with cost/price analysis.

To Apply:

Please submit your resume to employment@bur.org.