

## **National Grid is looking for a couple of temporary tactical buyers**

The candidate will execute tactical procurement work activities, per defined processes. The role will serve as part of a team of individuals that are responsible for maintaining a customer-focused, high performing tactical procurement work group that provides a consistent level of service.

The Tactical Buyer will be responsible for some or all of the following work processes:

- " Direct or Indirect\*\* Purchases of less than \$20,000 through the most efficient process, usually through existing contracts
  - " Direct or Indirect\*\* Purchases of \$20,000 - \$100,000 that are catalog enabled
  - " Direct or Indirect\*\* of \$20,000 - \$100,000 through an accelerated procurement process (Mini Tender Process)
  - " Implementing diverse supplier strategies
  - " Monitoring and maintenance of blanket orders
  - " Routine reporting and exception management
- \*\* Direct are materials core to the business. Indirect materials are items like office supplies, travel, consulting, and contractors
- " Provide professional, courteous, and knowledgeable customer service in accordance with standards
  - " Direct procurement requests to the most efficient buying channel (P-Card, Catalog, Blanket, etc)
  - " Ensure LOB have proper delegations of authority to make a purchase
  - " Work with LOB to identify vendors for procurement requests through established vendors
  - " When an established vendor is not identified, work with the LOB to determine a suitable vendor and support vendor set up, if necessary; This is a last resort process
  - " Apply standard procurement terms and conditions for LOB procurement requests
  - " Identify and escalate issues when standard processes are not applicable
  - " Communicate effectively with management and end users
  - " Available 24 x 7 for emergency/outage situations
  - " Other duties as required

Education: Associate's or Bachelor's Degree preferred

If interested, contact Angela Petrucco at the Career Center