



JOB DESCRIPTION

SkillBridge – Procurement Analyst

Hiring Manager: Procurement Director

Position Description:

The Supply Chain Procurement Team is seeking a SkillBridge Intern to serve both its internal and external customers with solution-oriented leadership and guidance focused on achieving the strategic objectives of the organization while balancing risk and regulatory compliance.

Responsibilities will include interfacing with potential and current suppliers, writing and releasing RFP/RFQ, reviewing proposed terms and conditions, negotiating agreements, and developing purchase orders in accordance with program specifications and other requirements. Applicants should have a keen interest in procurement/supply chain, excellent communication skills, and the ability to develop recommendations to senior staff to support solutions for moderate to complex problems in a fast-paced, multifaceted environment.

Job Responsibilities to include, but not limited to:

- Manages requisition workload to procure a variety of commodities and services.
- Reviews open requisition/purchase orders to ensure orders are being placed in a prioritized and timely manner and that expected due dates of items/services are current.
- In collaboration with senior procurement staff, supports negotiation of purchase orders, including price/cost and coordinates negotiation of terms and conditions and makes awards.
- Assist company program/functional offices in the preparation execution of an RFP/RFQ in a timely manner.
- Collect and evaluate necessary documentation to conduct supplier risk assessments for new suppliers.
- Reviews terms and conditions, identify areas that deviate from company policy and document assessment of risk and potential mitigation strategies to be reviewed with Supply Chain management team.
- Develop strong file documentation to satisfy departmental and regulatory requirements including writing clear, concise, and adequate procurement summaries, documenting source selection and price/cost analysis.
- Under guidance of senior procurement staff, ensure suppliers comply with schedule and financial requirements of purchase orders, notifies vendor if not acceptable.

- Interacts with other Draper departments (i.e., Technical, Legal, Accounting, Property, Contracts, Receiving, etc.), when necessary.
- Closes-out assigned purchase orders/requisition orders in a timely manner.
- Responds promptly to Supervisor/Manager, requester and/or vendor requests/inquires.
- Assist with special projects, as required, including but not limited to government audits, business tool upgrades and process improvement efforts.

Qualifications:

- Must have a bachelor's degree in business or relevant field of study.
- 0-2 years of relevant experience.
- Proficient in Microsoft Office Suite.
- Strong organizational and communication skills.
- Meets DoD SkillBridge Qualifications as per DODI 1322.29
- This position is hybrid (3 days in office, weekly) or fully remote, working an estimated 8am-5pm schedule. Draper participates in a 9/80 schedule with every other Friday off.