



Internal/External Job Posting

Job Number: 005624

Closing Date: March 10, 2019

Resumes received in our office after the closing date will not be considered.

Position Title:	Procurement Specialist I/II/III (Buyer)
Salary Band:	J/K/L
Range:	DOE (Salary will be determined based on experience, qualifications and attributes.)
Work Location & Schedule:	Anchorage This is a regular non-exempt (J) exempt (K& L) Anchorage based position on an urban schedule of a 40-hour week or 9/80-work schedule.
Number of Positions:	One (1)
Recruiting Contact:	Tracey L. Mueller, Employee Relations Manager Alyeska Pipeline Service Company E-Mail: alyeska_jobs@alyeska-pipeline.com Apply on-line at www.alyeska-pipe.com
Minimum Qualifications:	Applicants must meet or exceed these minimum job requirements to apply for this position. <ul style="list-style-type: none"> ▪ Associate Degree in Supply Chain Management, Law, or other related discipline * ▪ Two (2) years of related Supply Chain Management experience ▪ Strong knowledge of commercial procurement practices and principles ▪ Strong analytical and negotiation skills ▪ Strong written and verbal communication skills with demonstrated ability to work collaboratively with team members and internal and external stakeholders ▪ Proficient and up-to-date computer skills in a Windows environment <p><i>* Work experience above the minimum may be considered as a substitute for all or part of the formal educational requirements.</i></p>
Preferences:	<ul style="list-style-type: none"> ▪ Five (5) years' experience with purchasing of pipeline or oilfield related engineered materials requiring material certifications and/or pedigree documentation ▪ Demonstrated strength and functional knowledge of materials and equipment purchasing ▪ Knowledge of legal aspects of procurement, commercial and business management theory, techniques, procedures and protocols ▪ Transportation/Logistics/Expediting knowledge and experience ▪ Knowledge of Federal, State, Local regulatory requirements for operation in the oil and gas specific business environment ▪ Oracle System computer expertise in procurement, materials, and financial systems ▪ Certification in Procurement/Purchasing (A professional designation related to supply chain is considered an asset.)
Accountabilities and Specific Requirements:	Under general direction of the Purchasing Supervisor the Procurement Specialist is accountable for the following: <ul style="list-style-type: none"> ▪ Purchasing materials, engineered materials and equipment in support of all areas, companywide (i.e. warehouse, operations, maintenance etc.) for the Pipeline, Valdez and SERVS. ▪ Leading the competitive bidding process including: drafting procurement language, preparing bid packages, obtaining bids, performing evaluations (leading a cross-functional evaluation teams), and preparing award recommendations & implementing purchase order agreements. ▪ Developing and implementing formal procurement strategies depending on purchase value. Administer the commercial transaction to closure. ▪ Coordinating and leading negotiations for purchase orders



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	<ul style="list-style-type: none"> ▪ Serving as a liaison between Alyeska and material requesters, engineering, vendors, suppliers, and manufacturers to ensure Alyeska’s materials requirements are met. ▪ Advising and coaching across the organization during procurement negotiations, implementation, dispute resolution, and closure of major purchase orders. ▪ Completing the Purchase Order commercial transaction to closure, including order expediting and all PO files of record. ▪ Identifies and evaluates procurement efficiencies and improvements. ▪ Proficient in managing multiple projects and priorities with the ability to react quickly to changes in priorities, scope and/or timelines. ▪ Ability to analyze issues, identify business impacts, legal implications and provide recommendations on strategy / approach. ▪ Strong interpersonal skills and demonstrated ability to work collaboratively with individuals and groups to build value-based relationships and drive results.
<p>Knowledge, Skills and Abilities:</p>	<ul style="list-style-type: none"> ▪ Purchase Order Development ▪ Price and Terms Negotiations ▪ Material Management ▪ Customer Service ▪ Contract Management ▪ Procurement Law ▪ Familiar with regulations, codes, and industry standards ▪ Ability to write and speak effectively and influence results ▪ Strong organizational skills, ability to multi-task ▪ Ability to establish and maintain cooperative relationships within the work place ▪ Excellent interpersonal and communication skills ▪ Proven analytical and problem-solving skills
<p>Contributor Level</p>	<p>Individual Contributor</p>
<p>TAPS Safety Culture</p>	<p><u>Act With Discipline</u> Be prepared to work and arrive to work rested. Complete all pre-job planning steps. Complete all training and qualifications. Follow all required processes and procedures and use the right tools for the job. Complete all post-work activities.</p> <p><u>Take a System View</u> Assess how a task can impact others, seek input, and make all necessary notifications.</p> <p><u>Make Sound Decisions</u> Involve the right people at the right time. Identify if conditions change and act accordingly.</p> <p><u>Learn, Improve, Innovate</u> No task on TAPS is routine; be alert to emerging risks. Communicate hazards and share lessons learned from past experiences.</p> <p><u>Speak Up, Step Up</u> Alyeska fully supports the authority of every TAPS worker to speak up, take action, and stop work, regardless of role or responsibility. Participate in developing and implementing solutions.</p>
<p>Pre-Employment Drug Screen Testing</p>	<ul style="list-style-type: none"> ▪ Alyeska Pipeline Service Company (APSC) requires pre-employment drug testing utilizing hair test collections for all positions. The preferred collection site is from the head (approximately 1/2 inch of hair length necessary). Head hair testing provides an approximate 90 day window of detection that checks for drug use. In addition, for Department of Transportation covered positions, APSC will also utilize urinalysis testing. Any drug test makes you ineligible for APSC employment. ▪ It is important to note that APSC does not seek or accept any genetic information as part of the hair testing procedure or any other process that could directly or inadvertently provide genetic information (family medical history).



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Employment Verification using E-Verify	<ul style="list-style-type: none">▪ Federal Law requires all employers to verify identity and employment eligibility of all persons hired to work in the United States. Alyeska Pipeline Service Company participates in E-Verify.▪ E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S Department of Homeland Security and Social Security Administration records to confirm employment eligibility. http://www.dhs.gov/e-verify
TWIC	<ul style="list-style-type: none">▪ The Alyeska Valdez Marine Terminal (VMT) is a regulated facility, and the employee hired to work on the VMT or to provide emergency support or other approved work for the VMT will be required to have a Transportation Worker Identification Credential (TWIC). For more information about this Federal credential access the Web site listed below. The successful candidate for this job will be notified if a TWIC will be required and will then be responsible for enrolling and obtaining a TWIC prior to their hire date. http://www.tsa.gov

ALYESKA PIPELINE SERVICE COMPANY IS AN EQUAL OPPORTUNITY EMPLOYER THAT VALUES WORKPLACE DIVERSITY.

Alyeska Pipeline is a drug-free and alcohol-free workplace.

Apply on-line at www.alyeska-pipe.com