



TIKIGAQ Corporation
Office of Human Resources
2809 S. Lynnhaven Road
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Virginia Beach, VA 23452
Telephone: 757-408-9811

BUYER	
Approved Date: 2022	
Job Code: #####	FLSA : Non Exempt

JOB SUMMARY:

Under general direction, buyers are responsible for ensuring that the materials required for construction projects are provided per specifications, job schedule and projected budget. Buyers play a vital role in helping ensure the profitability of contracts since they are responsible for ensuring that the most cost-effective and appropriate materials are purchased.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

REPRESENTATIVE DUTIES

Prepares bid packages, conducts bidders' entrance and exit conferences, develops evaluation criteria, analyzes and evaluates, price and delivery, selects, prepares justifications/awards and administers resulting purchase order. Enforces contract flowdowns. Negotiates and coordinates additions, deletions, or modifications to purchase orders. Validates vendor invoices. Prepares monthly reports. Participates with Senior Contracts Manager or other procurement personnel to improve policies and procedures. Support and participates in CPSR audits.

- Ability to multi-task and adapt to shifting priorities.
- Receives, reviews, and negotiates, proposals. Manages the source selection process by leading the proposal evaluation team in fact finding, technical evaluations, and cost/price analysis. Negotiates purchase order terms and conditions including estimated cost/price, delivery, quality, and performance requirements.
- Documents the entire bid and negotiation process.
- Makes sure Purchase Requisitions are valid and have all required signatures. Develops the purchase order document; reviews it for compliance with Government, Corporate and Company requirements; and obtains management approval prior to issuance to the subcontractor.
- Provides advice and counsel to program/project managers, engineering personnel and other related functions such as finance, quality, and contracts management.

- Enters administrative and financial data on purchases into various subcontract data bases.
- Supports corporate, DCMA and DCAA audits as needed.
- Performs other duties as assigned.

KNOWLEDGE and SKILLS

- Knowledge of standard buyer concepts, practices, and procedures.
- Government procurement a plus
- Technical Capacity – Excel proficient
- Experience within environmental construction field
- Organizational Skills.
- Communication Proficiency.
- Customer/Client Focus.
- Time Management.
- Collaboration Skills.

Preferred Knowledge, Skills, and Education:

KNOWLEDGE

- Federal Acquisition Regulations (FAR), statues, and including Flowdowns
- Defense Federal Acquisition Regulations (DFARS)
- Industry practices/ techniques/ standards including issuance of RFPs or RFQs
- Government Policies & Procedures and Flowdowns
- Construction services contracting
- Working knowledge of DFARS 252.244-7001 Contractor Purchasing System Administration
- Working knowledge of SAM.GOV and the reps and certs process
- Working knowledge of the competitive award process and justification of non-competitive awards
- Knowledge of the Service Contract Act (SCA) and Davis Bacon Act (DBA)
- Knowledge of COI instruments

SKILLS

- Skill to develop solutions to a variety of problems and complexity
- Skill in organizing, planning, and prioritizing. MS Office Suite skills including Excel (intermediate to advanced)
- Skill in basic mathematical functions
- Excellent written and verbal communication skills including writing procurement justifications
- Skill to work with others in the procurement department and the project requisitioner's of the goods or services
- Skill to evaluate and process changes to purchase orders
- Skill to conduct contract closeouts

MINIMUM QUALIFICATIONS

5 years relevant work experience in procurement, subcontracts or contracts or equivalent combination of education and experience.

WORK ENVIRONMENT

Fast paced and at time involves extreme deadline pressure. The nature of the work requires a high degree of teamwork and cooperation with other members of staff as well as other individuals across the Company. Must be well organized with the ability to coordinate and prioritize multiple tasks simultaneously. Must work well under pressure.

PREFERRED EXPERIENCE

Construction experience. Services type procurement. Excel (intermediate to advanced).

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of: race, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.