



## **Procurement Specialist - Job Description**

### **About Us**

Do you have experience procuring and managing products in the building tools and natural/manufactured stone & tile industries? Are you looking to join an organization that values innovation, quality, and creating lasting relationships? Where your big ideas are valued and welcomed, and results are rewarded? If so, we want to hear from you!

Stone West Inc. specializes in providing premium quality dimensional stone for both interiors and exteriors. Located in the beautiful California communities of Ventura and Paso Robles, our multi-acre sites showcase an immense selection of exquisite stone – but our business doesn't end there. We carry a full line of exterior hardscape stone from quarries around the world, natural stone and manufactured tile collections, and a large assortment of leading-edge building supplies for professional builders and artisans. We service high-profile clientele, partnering with industry leaders in luxury construction and design.

### **Job Summary**

At Stone West Inc., we stand for quality and craftsmanship with everything we sell. That's why we're seeking a qualified Procurement Specialist who can use their product knowledge and connections to source the highest quality products at the best prices.

Reporting to the Vice President, The Procurement Specialist is responsible for managing the company's supply of products and services. This position provides subject matter expertise and is a source of knowledge for assigned categories, supplier cost improvement/reductions and new product related tasks. A relationship builder, the Procurement Specialist will develop a network of potential suppliers and cultivate working relationships to ease the process of acquiring materials and/or services at the right price point. Detail-oriented with strong communication and analytical skills, the Procurement Specialist will conduct research, maximize relationships, and utilize knowledge of the supply chain process to make sound

decisions that benefit the organization. As a boutique, luxury materials company, we have the ability to be nimble and adapt quickly to changing business conditions and are looking for candidates who share that adaptability and solution-oriented mindset.

This role is an individual contributor position, and located on-site at our offices in Ventura, CA. Occasionally the role will represent Stone West Inc. at events outside of regular business hours. Though infrequent, travel may be required for trade shows and/or business development purposes.

### **Objectives of this role**

- Source and manage end-to-end procurement activities for the company's products and services
- Analyze product data to ensure goods and services meet Stone West Inc.'s quality standards
- Collaborate with sales, engineering, and business development teams to gather procurement requirements
- Develop trusted relationships via consistent communication with trade professionals and suppliers
- Expand our product offerings, and provide strategic insights to company leadership on trends and market feedback
- Negotiate pricing, lead time, terms and conditions, etc. to drive the best outcome for the business

### **Responsibilities**

- Identifying, evaluating, and acquiring goods and services from suppliers to meet the needs of the organization in the most efficient and cost-effective ways possible
- Developing and managing strong working relationships with vendors and suppliers
- Negotiating with vendors and suppliers to obtain favorable terms and prices
- Tracking and reporting key functional metrics to reduce expenses and improve effectiveness
- Analyzing and evaluating price, reliability, quality, technical supports and interpreting other data as needed to make sound business decisions

- Monitoring the global sourcing market to stay informed of new methods and techniques
- Solving complex problems and identifying innovative solutions related to supplier issues and purchased components
- Ensuring that contracts are compliant with company policies and procedures
- Working collaboratively with other departments to identify and address potential issues
- Assessing supplier related risk and proactively managing risk, escalating when necessary
- Working in a cross-functional team environment as a strong team player and demonstrating the ability to work with other functional groups to achieve company-wide goals
- Preparing and presenting reports to upper management, as needed
- Utilize Microsoft Office Suite and other software applications for sourcing and procurement activities
- Performing other duties as assigned

### **Required Skills and Qualifications**

- 2 or more years of experience sourcing and procuring products and services in the building materials space (tools, equipment, natural and/or manufactured materials)
- Familiarity with architecture, landscape, and building materials
- A proven track record of building strong relationships with vendors and business partners
- Confidence in approaching and collaborating with functional partners to understand their needs
- Strong communication skills (written and verbal)
- Proven, creative problem-solving approach and strong analytical skills
- Strong desire and ability to grow with an organization
- Ability to work autonomously, or with a team
- Intermediate computer skills
- High School Diploma or equivalent

### **Preferred Skills and Qualifications**

- At least 5 years of experience sourcing and procuring products and services in the building materials space (tools, equipment, natural and/or manufactured materials)
- A developed book of vendor connections and relationships in the natural stone,

tile, and building tools and materials industries

- Expert knowledge of sourcing techniques and supply chain processes
- Proven track record of using data analysis and strong negotiation skills to secure the best contracts
- Bachelor's degree (or equivalent)
- Strong entrepreneurial spirit and a desire to grow with the organization
- Bilingual in Spanish is a plus

## **Salary Range & Benefits**

Stone West offers a complete benefits package that includes:

- Competitive Salary (exact compensation may vary based on skills and experience)
- Health, Dental and Vision, Life Insurance
- Paid Holidays, Vacation and Sick Leave
- 401(k) Profit Sharing Plan