



COMPANY OVERVIEW:

Burns & McDonnell is making the world a more amazing place with more than 5,000 engineers, architects, construction professionals, scientists and consultants on staff and growing. We strive to create amazing success for our clients and amazing careers for our employee-owners. We take on some of the world's toughest challenges with the industry's best thinking.

We have offices and projects spanning the US and the globe. We are proud to rank among FORTUNE magazine's 100 Best Companies to Work For. Our culture of 100% employee ownership plays a major role in supporting that outcome. Each employee shares in the ownership of the firm, bringing the commitment of an owner to our projects. Clients appreciate that and have rewarded us with a 90% repeat business rate and decades-long partnerships. Pretty cool for a 100+ year old firm that grows organically.

At Burns & McDonnell, you'll have the opportunity to make a difference every day while fulfilling your personal and professional ambitions. Our entrepreneurial culture lets you guide your destiny and shape the path your career travels. And with more than 350 service specialties, your career and development options are abundant.

JOB DESCRIPTION:

The Assistant Purchaser will provide support to the Procurement team to include ordering materials, supplies, and equipment for projects of all sizes in various locations.

- Coordinate and assist in the preparation of procurement documents and agreements for the materials needed to execute the project deliverables.
- Provide assistance in support of bid evaluations of vendor proposals and technical evaluations.
- Prepare purchase order documents and enter purchase order information into online purchasing application.
- Assist in expediting vendor submittals to support detailed design and delivery of equipment and materials to support construction activities.
- Assist in preparing procurement status reports and expediting reports.
- Update Project Procurement Status and Material Status Reports.
- All other duties as assigned.

QUALIFICATIONS

- Bachelor's degree in Supply Chain Management, Construction Management, or related field. Applicable experience may be substituted for the degree requirement.
- Minimum of a 3.0 GPA strongly preferred.
- Prior internship and/or related experience preferred.
- Involvement on campus or in the community.
- Excellent verbal and written communication skills.
- Strong problem solving and analytical skills.
- Demonstrated leadership skills.



Candidates must be legally authorized to work permanently (i.e. without time limitations, without restrictions or without need for work sponsorship) in the country where this position is located.

EEO/Minorities/Females/Disabled/Veterans