

Energy Independence through Hydrogen and Fuel Cells
6131 Trumpeter Drive
Cheyenne, Wyoming 82007

307 554 1008

www.epc4h2.com

Purchasing Coordinator

Job Posting Date: 12/22/2022

Categories: Purchasing/Project Management

Schedule: Full Time, immediate opening

Location: on-site/in-person Cheyenne, WY

EPC uses its industry leading hydrogen experience to design, permit, fabricate and manage field construction of all types of hydrogen systems. These include hydrogen production, storage and distribution systems, fuel cells systems for residential, industrial, or commercial developments, hydrogen transport trailers and pipelines for safe distribution and even emerging technical offerings like containerized ammonia production systems. We are a rapidly growing small business. If you are interested in participating in the renewable revolution join our growing team and help build the future of energy now!

Responsibilities:

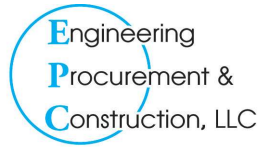
- Work with technical staff in the preparation of RFQ/RFP packages
- Initiates RFQ/RFP, evaluates offerings and purchases materials, supplies, and services
- Issues sub-contract orders
- Negotiates favorable terms and conditions
- Monitors and evaluates vendor performance for on-time delivery and quality
- Maintains material inventories at Kanban levels
- Coordinates orders with scheduling and project managers
- Maintains company files of vendors and sub-contractors including insurance and bond documents, and material certifications
- No field work or travel required

Requirements:

- Must have a high school diploma or GED minimum
- Minimum 6+ years of experience purchasing in manufacturing or construction industries
- Must have demonstrated skills in purchasing and receiving.
- Excellent written and verbal communication skills.
- Have a strong proficiency with Microsoft Office products
- Candidate must be highly motivated, possess strong organizational and time management skills, and excel in a multidiscipline project team environment
- Candidate must be able to respond effectively to inquiries from vendors and suppliers

Desirable Qualifications:

- Hydrogen industry experience
- Project management certification
- Negotiation certifications



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- Degrees in manufacturing, construction, or business fields
- LEAN and 5S certifications
- Quality management certifications

Expected compensation:
\$20-\$25 hourly