Intereum

ABOUT INTEREUM

JOB TITLE: Manager, Procurement and Vendor Relations
ACCOUNTABILITY AREA: Finance
REVISION DATE: 10.30.17

WHO WE ARE: Intereum is Minnesota's only Certified Herman Miller workplace environment specialist. We create inspiring spaces to work, learn, and heal. Intereum is a full-service resource that implements solutions in commercial furnishings and audio-visual technology. Transforming spaces from ordinary to extraordinary, Intereum sees things others can't see and utilizes tools others don't have. With business acumen, a rich culture, and an integrated process, Intereum has grown to become a top regional choice for office renovation, reconfiguration, and completely new office environments.

OUR PURPOSE: Delivering environments that inspire work, learning, and healing

OUR CORE VALUES:
- Positive, Can-Do Attitude
- Quality Driven Throughout
- Do the Right Thing
- Continuous Improvement
- Responsive
- Plays Well with Others

JOB DESCRIPTION

JOB TITLE: Manager, Procurement and Vendor Relations
YOUR MISSION: To support the growth of Intereum through strategically managed vendor and procurement relationships and practices
ACCOUNTABILITY AREA: Finance

ACCOUNTABILITIES:
- Certified vendor network for Intereum
- Vendor and pricing database
- Vendor and contract relationships
- Pricing and vendor matrix
- Contract negotiations

WHAT YOU'LL BE DOING:
- Lead in defining the criteria and methodology for a certified vendor network for Intereum
- Take the lead in defining the organizational strategy to source, qualify, bid, award, contract, and manage vendors that provides the highest value to our customers and streamlines our vendor options
- Determine the strategy to attract and grow the Intereum certified vendor network, playing a key role in selling vendors on the benefits of working with Intereum
- Establish and maintain pricing and vendor matrix
- Act as the central point of contact for vendors initially for the furniture side of the business
- Understand market conditions and opportunities to leverage Intereum's volume in the marketplace
- Solicit feedback from vendors and strategize on enhancement opportunities to better serve our customers

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Intereum
9800 8th Avenue North
Plymouth, MN 55441
763.417.3300
www.intereum.com

HermanMiller Certified Dealer

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WHAT YOU'LL BE DOING, continued

- Create training to familiarize new vendors with Intereum's business processes and lead the new vendor on-boarding process
- Facilitate communication with vendors that improve business processes, affect demand for services or changes in market conditions
- Refine internal controls for all policies and procedures associated with procuring vendor services
- Represent Intereum at industry meetings, conventions and trade shows

WHAT YOU SHOULD HAVE:

- BS in supply chain management, logistics or business administration
- Minimum of 5 years of experience in procurement and vendor relations
- Highly skilled at working with cross functional teams to accomplish organizational goals
- Experience in collecting, analyzing and presenting large data in an accurate and concise manner
- Capability to excel in fast-paced, high growth and entrepreneurial environment
- Ability to generate results against tight deadliens and adapt to dynamic requirements
- Experiecne at effectively negotiating cost and scope of work
- An aptitude for understanding and interpreting legal requirements
- Demonstrated ability to create, set, and achieve strategic initiatives that align with the organization
- Ability to effectively present information and respond to questions from both internal and external customers
- Passion for customer satisfaction and success
- Ability to define process and diagnose/define creative solutions to scale an organization, reap efficiencies, drive high levels of engagement and productivity
- Self-directed and self-motivated with a proven work ethic and ability to perform under pressure
- Demonstrated intellectual curiosity, responsibility, determination, creativity, flexibility, drive and self-confidence

WHAT WE BRING TO THE TABLE:

- A new state-of-the-art facility with plenty of free parking, incredible technology throughout, great coffee and tea options, and a multitude of work spaces at your disposal
- Use the EOS (Entrepreneurial Operating System) methodology to provide tools to help individuals and teams achieve goals, growth, and improvement
- Quarterly All Company Meetings —Breakfast included!
- Paid Holidays
- Paid Time Off 90 days after date of hire
- Medical and Dental Benefits
- On-site Flu Shot Clinic
- Long Term Disability and Life Insurance Employer Paid
- 401K with Employer Matching Dollars
- Community Service opportunities twice a year
- Games On-Site including Super Chexx Hockey Game and Shuffleboard table
- Monthly company social hours, beverages and food included!
- Ability to use your talents and strengths to make a positive impact

Intereum is a drug-free workplace. Candidates are required to pass a drug test before beginning employment. Intereum is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, sexual orientation, veteran status, or marital status. Notice: 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.

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