



Position: Procurement & Warehouse Associate

Reports to: Operations Manager

FLSA Status: Non-Exempt / Hourly

Status: Full-Time

Compensation: \$24 – 28/ hour depending on experience

Benefits: Company provided laptop & phone, medical, dental & more.

Summary: As a Procurement & Warehouse Associate, you will assist and support our Supply Chain at our headquarters. You will be responsible for the planning and procurement of materials for our solar installation teams. You will also be responsible for managing and maintaining an efficient and accurate system for monitoring all open order requests from inquiry to final delivery. You will also manage inventory and determine when replenishment orders are required.

We are looking for someone who is passionate about renewable and solar energy and understands the importance of our mission to fight climate change by accelerating the adoption of clean energy technologies.

Essential Job Duties and Responsibilities:

Procurement

- Supporting execution of a supply chain management strategy based upon continuous monitoring and forecasting of demand to supplement replenishment of materials.
- Assisting in executing the purchasing strategy to supply projects with on-time delivery to our warehouses while monitoring budgetary impacts.
- Supporting operations and logistics in all procurement and logistical needs to include materials purchasing and warehouse management/inventory to facilitate solar project builds.
- Supporting the Residential Operations Manager and Commercial Project Managers in all facets of procurement, logistics, and forecasting.
- Maintaining relationships with vendors and distributors to ensure project schedules and budgets are successfully achieved.
- Developing and maintaining vendor relationships.
- Coordinating with internal engineering and construction teams, as well as key vendors, on equipment specifications and delivery timing through scheduled weekly meetings and on-demand requests.

Warehouse Management

- Prepare and ship material from the warehouse, bulk and individual lots
- Conducts/participates in physical inventories to verify stock and losses
- Manage delivery trucks (receiving stock and/or filling orders)
- Deliver material or items as needed
- Maintain manual and electronic documents, files and records (such as purchase orders, receipts, delivery logs, inventory, etc.)

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- Assist with researching order discrepancies with the appropriate department and/or vendor. Ensure that incorrect deliveries and/or damaged material is returned appropriately and timely
- Ensure the warehouse is organized and clean
- Ensure jobs are ready for pick up on the scheduled date
- Punctuality and willingness to stay until the job is complete (when necessary)
- Assist in managing inventory levels of materials in the warehouse

Qualifications and Skills:

- A strong competitive drive and desire to help the SunSpear team grow and improve.
- Proficient with MS Office Suite: Excel, Word, PowerPoint, and Outlook.
- Have a Bachelor's Degree in Supply Chain Management, Engineering, Business or related field
- Have at least 1 year of construction experience and/or knowledge, industry best practices of PV industry preferred
- Maintain strong verbal and written communication skills in order to effectively coordinate with internal teams and external partners
- Possess substantial organizational and time management skills
- Can manage a multitude of contemporary tasks and deadlines and independently prioritize tasks accordingly
- Have at least 1 year of experience with ERP, CRM, or other platforms preferred
- Valid Driver's License and access to transportation
- Forklift certification required
- Clean driving record required

Why start an exciting career with SunSpear?

- Be part of a fast-growing company, within a fast-growing industry that provides a valuable service of helping clients save money while simultaneously promoting sustainability.
- Company growth opens doors for career advancement, and we love to promote from within.
- A mentorship environment with a strong team of industry veterans to learn from and who will encourage you to be successful!
- Bonuses for sending us referrals!
- As a company, we have built a positive and family-style culture within the organization; we pride ourselves on a fun team atmosphere with result-based incentives.

Equal Employment Opportunity Policy

We provide equal employment opportunities (EEO) to all applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, we comply with applicable state and local laws governing nondiscrimination in employment.

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