

## Procurement Specialist

*Goodnight Midstream owns and operates an extensive network of reliable produced water gathering and disposal systems in three of the county's most active oil plays - the Williston Basin, the Permian Basin and the Eagle Ford shale.*

*Our midstream approach minimizes environmental impact and improves health and safety while lowering lease operating expense and improving reliability for our customers. Goodnight is supported by a team of highly experienced engineers and operating professionals.*

### Job Summary

The Procurement Specialist delivers high quality purchasing services on a day-to-day basis according to defined procedures, respecting, quality and timing. This role is responsible for managing the procurement lifecycle through the partnership and proactive collaboration with both internal and external stakeholders. A successful candidate is an excellent communicator, enjoys solving problems, has a passion for customer service, the ability to interact with engineering and construction groups on requests and can work fast on numerous requests simultaneously.

### Responsibilities

- Supports all sourcing, bidding and contracting of materials and equipment required for construction of pipelines and facilities.
- Manages the day-to-day interactions with suppliers, Project Managers and Operations along with performing problem solving for complex issues with construction resources.
- Creates Purchase Orders and expedites orders (internal approval, supplier acknowledgement, buck order tracking).
- Manages purchase orders execution and product delivery, including placement of on-time schedule agreements, mitigation of billing adjustments/ terminations and execution of cost reduction goals.
- Responsible for implementing and maintaining regular communication with internal stakeholders with a strong focus on a proactive approach to procurement.
- Quickly identifies possible key issues and makes recommendations to mitigate any risks, including changes in the business market.
- Fosters active daily use of continuous improvement tools to improve Health, Safety & Environment, quality, delivery, financial performance, employee engagement, and customer satisfaction.
- Conducts all business activities in accordance with Goodnight Midstream's Health, Safety and Environment policies, legal compliance requirements and core values.
- Manages RFX process and negotiates PO terms, conditions, pricing, including analyzing commercial aspects of supplier proposals.
- Ability to cultivate vendor and supplier relationships required

### Education and Experience:

Five to eight years of work experience in procurement roles, supporting operations and capital construction projects; 5+ years of experience in the energy industry, particularly the midstream segment preferred. Working knowledge of sourcing processes and methodologies. Proven success leading cross-division sources projects; ability to handle multiple priorities with minimal supervision and meet deadlines in a fast-paced environment. Dynamic ability to influence others through both direct and indirect networks, a consensus builder and change agent. Excellent communication skills, including written, verbal and presentation skills; comfortable and credible with both internal stakeholders and external audiences. Bachelor's degree in Supply Chain, Engineering or Business; MBA or advanced degree preferred. Proficient with computers including MS Excel, MS Word, MS PowerPoint and other MS Office programs.

### Working Environment/Physical Requirements:

Working conditions are normal for an office environment. This position must be able to move around the office 20% of the time; This position constantly operates computers, phones, printers and other office

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productivity machines (e.g., fax machine, copier, printer, etc.). Occasional lifting required up to 10 lbs. This position requires frequent communication and exchange of information verbally and in writing.

Occasional overnight travel to our field locations/ offices may be required up to 25%. Candidate must possess valid driver's license and clean driving record.