



Thanks to the further expansion of our group of companies and increasing portfolio of national and international projects, our offices in the **USA** are looking for a reliable, skilled and committed

# Construction Procurement Agent

## RESPONSIBILITIES

- Handling purchase order management and administration, solicit and negotiate quotes, create purchase orders for the acquisition of materials, changes, cancellations, and necessary follow-up (both internally and externally).
- Ensuring the certificates/warranties and schedules of materials and specifications are up to standards as required per project and market.
- Preparing and updating PSR (Procurement Status Reports) for present and upcoming projects
- Preparing RFP for subcontractor buyouts utilizing understanding of industry, technology, project schedules, equipment, and labor requirements.
- Interview vendors and visit suppliers' plants and distribution centers
- Developing RFO's (Request for Quotes)
- Creating quotation sheets and de-scoping comparisons.
- Preparing and negotiating subcontractor agreements according to project specs and requirements (union and non-union labor).
- Analysis of sub-contractor payment applications with cooperation of Project and Site Managers, to coordinate addition of work to contracts, and assisting in the resolution of disputes and conflicts as projects progress.
- Coordinating with Accounting and Finance Departments to provide reporting for support of expense management.
- Analysis and document control of all project related documentation
- Coordination of all inbound logistics such as customs documentation, tracking, and delivery to local warehouse and various sites.
- Develop and improve standards for U.S. operations in line with local and group requirements.

## REQUIREMENTS

- Ability to read drawings, specifications, budgets, and contracts.
- Microsoft Office suite: i.e Excel, Word, PowerPoint, Outlook, Adobe Acrobat.
- SAP Concur, Microsoft Dynamics Navision, Bluebeam, AutoCAD, DWD TrueView, and Citrix a Plus.

## WE OFFER

- A secure and challenging position in a dynamic environment.
- Performance-oriented remuneration.
- Career opportunities in a high-powered company.
- Friendly, open-minded workplace atmosphere.

**FRENER & REIFER** is a globally active, innovative building envelope construction company based in South Tyrol, Italy. As a solution developer, **FRENER & REIFER** engineers, fabricates and installs bespoke constructions in glass, metal and other materials for demanding clients and investors to designs by daring architects, worldwide.

Please send your detailed application  
FAO **Doris Moos von Seiller** to:

**FRENER & REIFER America Inc.**  
450 Seventh Avenue, Suite 2100  
New York, NY 10123  
United States of America

Or by email to:  
[moos@frenere-reifer.com](mailto:moos@frenere-reifer.com)