



Job Notice

Procurement Manager

Generous Benefits Offered: Dental, Medical, Vision, Drug, Holiday Pay, PTO, 401(k) with matching, Life Insurance

Compensation: Competitive salary, commensurate with experience

Employment Type: Full-Time - with flexibility

Location: Honolulu

To Apply: go to <https://535plumbing.com/join-our-team/>

Job Summary:

535 Plumbing is a leading provider of plumbing services committed to delivering high-quality solutions to residential, commercial, and industrial clients. 535 is family owned and operated. As a local business, we take great pride in our motto of going above and beyond the call, blessing the people we meet every day. We are looking for someone who embodies our core values:

- Doing Right
- Improve Always
- Solution Oriented
- Communicate Effectively
- Safety

As a Procurement Manager at 535 Plumbing, you will be responsible for overseeing the procurement process to ensure the timely and cost-effective acquisition of materials, supplies, and equipment necessary for our plumbing projects. Your role will be crucial in maintaining efficient project operations and ensuring the availability of resources to support our team.

Duties/Responsibilities:

- Develop and implement procurement strategies and policies to optimize the sourcing and purchasing of materials and supplies.
- Identify and evaluate potential suppliers, negotiate contracts, and establish favorable terms and conditions to achieve cost savings and quality objectives.
- Coordinate with project managers, engineers, and other stakeholders to understand project requirements and timelines.
- Source and procure materials, supplies, and equipment in accordance with project specifications and budgetary constraints.
- Monitor inventory levels, track orders, and manage supplier relationships to ensure on-time delivery and maintain adequate stock levels.
- Evaluate supplier performance and conduct regular performance reviews to identify areas for improvement and ensure compliance with contractual agreements.
- Stay informed about market trends, pricing fluctuations, and new product developments to make informed purchasing decisions.



- Collaborate with accounting and finance departments to reconcile invoices, resolve discrepancies, and manage budget allocations.
- Implement and maintain procurement software systems to streamline processes and improve efficiency.
- Ensure compliance with company policies, procedures, and regulatory requirements throughout the procurement process.

Required Skills / Experience:

- Two years of proven experience as a Procurement Manager or similar role in the construction industry.
- Strong knowledge of procurement principles, practices, and procedures.
- Excellent negotiation and contract management skills.
- Proficiency in sourcing and procurement software.
- Prefer working knowledge of Service Titan
- Analytical mindset with the ability to interpret data and make strategic decisions.
- Effective communication and interpersonal skills.
- Detail-oriented with a focus on accuracy and efficiency.
- Ability to multitask, prioritize workload, and meet tight deadlines.
- Familiarity with plumbing materials and equipment is a plus.

This Job Is:

- A "Fair Chance" job (we perform background checks with flexibility)
- A job for which all ages, including older job seekers, are encouraged to apply

Physical Requirements:

- Must be able to lift up to 50 pounds at a time
- Physical activity not limited to walking, bending, kneeling, and standing for long periods of time up to 8 hours