



OmniTRAX Position Description

Title: Director – Procurement & Planning

Location: Denver, CO

Reports to: CFO

Salary Range: Commensurate with qualifications and experience

OmniTRAX, Inc. is one of North America's leading transportation services companies. Based in Denver, Colorado, OmniTRAX, Inc. managed businesses are located in 9 states and 2 provinces providing a full range of transportation and logistics services. These services include railroad, port, and industrial switching operations as well as intermodal operating services.

General Summary:

As a member of the CFO leadership team, this position serves as the head of the Procurement Department and centralized purchasing function for OmniTRAX, Inc., and provides leadership in asset management planning. This position will also provide procurement support to other Broe Group Companies. This position establishes, manages and directs the policies and procedures of the company's procure to pay and asset disposition process; has responsibility for aligning total cost of ownership with company and business unit goals and objectives, while providing procurement expertise to stakeholders and associated functional departments.

Essential Job Duties: Other duties may be assigned, as requested/required

- Direct, establish and manage the policies and procedures for the procure to pay and asset disposition process: corporate procurement policy, p-card policy (in tandem with corporate accounting), and asset disposition policy.
- Develop, direct and manage a total cost of ownership strategy: segment corporate spend, identify and establish supplier alliance programs, develop and measure key performance indicators and supplier scorecards.
- Develop, direct and manage the fleet planning and procurement process including analysis on owned/lease for all vehicles, hostlers, railcars and locomotives.
- Develop the total asset management plan for the existing group of companies and support for acquisition analysis. (Lease/Own, Inventory Management, Supplier support).
- Work closely with legal, risk, safety and stakeholders to establish master service agreements, lease-rental agreements, and purchase order general terms and conditions, salvage-asset disposition agreements and right of entry documentation.
- Manage request for proposals, quotes and pricing: ensuring approved suppliers/contractors/providers are solicited, and when applicable contracts are negotiated and awarded in accordance to company policies.
- Develop and cross train procurement department staff, provide guidance and advice to field buyer associates.
- Provide sourcing support and managing the supply chain costs associate with materials procured and moved to the Churchill Marine Tank Farm.
- Provide support to field locations by identifying and establishing vendor managed inventory, consignment and core return programs.
- Identify and set-up e-procurement alliances with supply chain and associated railroads.
- Support safety with safety shoe, Rx prescription eyewear and PPE material and training.

- Provide SAP – Procurement training and guidance to field buyer associates and others.
- Develop and manage departmental operating expense(s) within approved budget guidelines.

Experience/Education Requirements including:

- Must have a strong work ethic, a great attitude with 7 to 10 years of experience in a transportation, procurement and planning environment.
- A Bachelor's degree is a plus
- Experience in the transportation field a plus: specifically railroads and intermodal operations.
- Must have an understanding of financial measurements used in financial analysis to provide options in Business case development.
- An understanding of contract terms and conditions and their legal ramifications when making proposals and developing contracts.
- Demonstrated the ability to apply strong project and planning management skills to manage complex projects in a diverse environment.
- Must have the ability to think "out of the box" to generate creative solutions and savings strategies.
- Excellent verbal, written and team leadership skills are necessary along with strong negotiation skills.
- Must be able to work under pressure and meet assigned deadlines.
- Must be organized, self-motivated, the ability to multi task and flexible with regard to the working hours.
- SAP experience or any other large ERP software is a must.

No Relocation Available for external applicants.

Please send salary requirements with resume.

Contact Information:

Company: OmniTRAX, Inc.
Email: recruiting@omnitrax.com
Fax Number: (866) 448-9259