



UPN is currently looking for an experienced **Procurement Coordinator** located in **Kansas City, MO**. This candidate is responsible for working with the internal construction team and vendors in placement of purchase orders and approval of invoices for construction projects.

Specific responsibilities include:

- Place purchase orders/change orders accurately and timely with vendors as directed by the construction team.
- Develop project cost projections based on input from the construction team.
- Evaluate project efficiency based on estimates and actual costs.
- Participate in project kick-off meetings as requested.
- Approve vendor invoices.
- Track inventory usage during construction cycle.
- Analyze and report variances from project estimates.
- Other duties as assigned.

Requirement for the position include:

- HS Diploma/GED required.
- 2+ years general accounting experience preferred
- Experience using construction software preferred, but not required.
- Ability to travel periodically.
- Excellent verbal and written communication skills.
- Proficient with Microsoft Office suite (particularly Word/Excel).

Salary is commensurate upon education and experience. Qualified candidates interested in this opportunity should submit their cover letter and resume.

UPN is an Equal Employment Opportunity/Affirmative Action Employer: M/F/D/V

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