



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.
- Organize and lead meetings to review project projected cost.
- Evaluate project efficiency based on estimates and actual costs.
- Participate in project kick-off meetings as requested.
- Review vendor invoices.
- Track inventory usage during construction cycle.
- Analyze and report variances from project estimates.
- Other duties as assigned.

**Requirement for the position include:**

- Bachelor's degree in Business Administration or relevant field preferred.
- 2+ years general accounting experience preferred
- Experience using construction software preferred, but not required.
- Ability to multitask and prioritize
- Excellent verbal and written communication skills.
- Ability to travel periodically.
- Proficient with Microsoft Office suite (particularly 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 Employer

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