



UPN is currently looking for an experienced **Procurement Coordinator** 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. This position tracks a subcontractors' costs while working on projects for UPN. This person could be viewed as a "**project cost tracker**" or a "**project cost coordinator**". The Procurement Coordinator will be monitoring several projects at a time that range in size and will require strong organization skills.

**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 for procurement process and PO tracking.**
- Participate in project kick-off meetings as requested.
- **Review and process 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.**
- **Experience with Purchase Orders and tracking project cost**
- Experience using construction software preferred, but not required.
- Ability to multitask and prioritize
- Excellent verbal and written communication skills.
- Ability to travel periodically.
- 2+ years general accounting experience.
- Experience with Purchase Orders and tracking project cost
- **Proficiency with Microsoft Office 365 (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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