Trigon	PROCUREMENT SPECIALIST	Position Description DATE: September 2026

Reports To: Contracts and Procurement Manager

Direct Reports: None

Indirect Reports: Internal teams (managers, coordinators, Finance Department), external stakeholders (vendors, contractors, consultants, transportation firms, legal advisors, government representatives, and auditors).

Position Summary:

The Procurement Specialist plays a critical role within the Procurement Team by supporting the Contracts and Procurement Manager in acquiring goods and services efficiently and cost-effectively. The position is responsible for maintaining supplier relationships, ensuring compliance with procurement policies, and delivering value-driven solutions that meet Trigon's operational needs.

Key Responsibilities:

Customer Interface

- Build and maintain effective relationships with internal stakeholders across all departments.
- Process purchase requisitions in alignment with business requirements and procurement policies.
- Recommend improvements to procurement systems and processes.
- Promote cost-saving initiatives, including standardization, vendor-managed inventory (VMI), and supply contracts.

Supplier Management

- Assist in monitoring and evaluating supplier performance, ensuring compliance with service level agreements.
- Collaborate with vendors to optimize service delivery and address performance issues.
- Support the development and maintenance of strategic supply agreements.
- Conduct supplier visits, ensuring ethical and professional engagement.
- Recommend strategies for streamlining the supplier database to enhance procurement efficiency.

Purchasing and Contracting

- Execute procurement activities in accordance with applicable regulations, company policies, and industry best practices.
- Ensure compliance with competitive bidding processes and internal audit standards.
- Monitor market trends and supply chain conditions, reporting potential impacts to the organization.
- Expedite the delivery of goods and services as required to meet operational deadlines.

Detailed Responsibilities:

1. Procurement Operations:
    - Prepare contracts valued at up to $40K for execution.
    - Issue purchase orders for goods and/or services valued up to $24K.
    - Review purchase requisitions for accuracy and clarity, ensuring alignment with procurement policies.
    - Process the purchase requisitions as defined in the procurement policies.
    - Obtain competitive quotes from approved suppliers.
    - Foster collaborative relationships with internal teams and external partners.
    - Uphold safe work practices in all procurement activities.
2. Stakeholder Engagement:
    - Represent the Contracts and Procurement Department across all business units.
    - Advocate for cost-saving measures, standardization, and waste reduction in procurement processes.
3. Supply Chain Expertise:
    - Ensure the timely acquisition of materials and services that meet Trigon's quality and cost requirements.
    - Operate within financial limits defined by the Board of Directors' Delegation of Authority.
    - Negotiate pricing, terms, and conditions with suppliers, subject to managerial review and approval.
    - Evaluate supplier performance using KPIs related to delivery, service quality, and pricing.
    - Administer surplus disposal processes for items valued up to $15K, ensuring compliance with company policies.

<u>Standards and Expectations:</u>

- Demonstrate professionalism, integrity, and compliance with Trigon's Conflict of Interest and Employment Policy.
- Uphold the SCMA Code of Ethics.
- Ensure adherence to trade agreements, procurement standards, and internal guidelines.
- Deliver accurate, high-quality results within deadlines.
- Protect confidential information with diligence and discretion.
- Embrace organizational changes and commit to continuous improvement.
- Work independently and collaboratively, fostering a team-oriented culture.

- Identify opportunities for process improvement and recommend best practices.
- Address internal inquiries with a customer service mindset, providing timely and effective solutions.

Skills and Abilities:

- Strong communication skills, both written and verbal.
- Excellent interpersonal, analytical, and problem-solving abilities.
- Effective time management and organizational skills.
- Skilled in negotiation and vendor management.
- Proficiency in Microsoft Office 365 and procurement software.

Education and Experience:

	Minimum	Preferred
Education	University Degree in Business, Supply Chain Management, or related discipline.	SCMP Designation or current enrollment with relevant industry experience.
Experience	Minimum 3 years	

Approved by:

_____
(Print name)

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(Signature)

Date Approved: _____

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