

**At Puget Sound Energy (PSE) we have a long tradition of service, and an exciting and innovative future ahead!  
Consider PSE for the next step in your career.**

**Buyer/Sr Buyer #3231**

PSE's Purchasing Department is looking for a Buyer/Sr Buyer (depending on experience) to join their team. This role will be responsible for the negotiation, execution and administration of complex and specialized contracts for materials, consulting services, construction and maintenance, operations and other programs required to support PSE. They will procure commodities, services and award purchase orders and contracts in a fast paced environment based upon internal customer needs and schedules. This position is needed to support expanding capital & maintenance expenditures and technical staffing at PSE. As such, additional leadership in sourcing, contract negotiation and administration is needed.

The Purchasing Department is looking for someone experienced in preparing private bid packages and managing the vendor evaluation/selection process. The ideal candidate will have a strong working knowledge of procurement legal aspects, contracting for materials/services and contract administration processes. This role will be developing contacts with outside suppliers and contractors to support PSE in its business as well as negotiating agreements/settlements with suppliers and contractors.

This is an excellent opportunity to play an integral role within PSE to help us better serve the environment, our customers and the communities they live in by enabling us to make informed and responsible business decisions. PSE provides an environment where all employees are valued, respected and provided with the opportunity to achieve maximum performance. We offer a comprehensive pay package that includes competitive compensation, annual goals-based incentive bonuses, comprehensive cafeteria-style benefits, 401(K), a company paid retirement pension plan, a generous paid time off package, and an employee assistance and wellness program. Gain the energy to do great things through a career with Puget Sound Energy!

**REQUIREMENTS:**

- Bachelor's degree in finance, business administration, english or other related field; equivalent work experience and completed business education may be considered in lieu of the degree.
- Advanced knowledge and experience in procurement/contract policies and procedures and contract negotiations.
- Ability to lead cross-functional teams in the preparation of bid packages for material and service contracts.
- Experience using an ERP procurement system, prior procurement and contracts software experience, or e-procurement system.
- Working knowledge of commercial law. A Senior Buyer will have an advanced ability to apply his/her knowledge of the legal aspects of procurement (UCC, Special

Conditions applicable to complex projects, navigating PSE's General Conditions during negotiations with Suppliers).

- Must be customer focused, a team player, good oral and written communication skills, self motivated, demonstrate problem solving abilities, continuous improvement and decision making skills.

**DESIRED:**

- Completion of the Certified Purchasing Manager (C.P.M.) or Certified Commercial Contracts Manager (CCCM) designation; continued employment in Purchasing requires passage of the C.P.M. or CCCM examinations within two years.
- 5+ years of experience in a purchasing role.

**To be considered, please go to [www.pse.com](http://www.pse.com) and apply directly online. PSE offers a highly competitive compensation and benefits package. PSE is an Equal Opportunity employer. We encourage persons of diverse backgrounds to apply.**