

# Procurement & Subcontract Administrator

Location: Alpharetta, GA (Flexible)

## ABOUT FLUENCE

Fluence, a Siemens and AES company, is the leading global energy storage technology solutions and services company that combines the agility of a fast-growing technology company with the expertise, vision, and financial backing of two industry powerhouses. Building on the pioneering work of AES Energy Storage and Siemens energy storage, Fluence's goal is to create a more sustainable future by transforming the way we power our world. The company offers proven energy storage technology solutions designed to address the diverse needs and challenges of customers in a rapidly transforming energy landscape, providing design, delivery, and integration in over 160 countries. Fluence works closely with customers as trusted advisors throughout their journey and provides advisory, financing, and project lifecycle services.

## Job Description

In this role you will execute procurement activities for energy storage projects ensuring compliance with standards, policies, and guides, by assuring best value for money. You will be responsible for procuring equipment and services related to switchgear, e-houses, MV & HV Transformers, civil works, and foundations. As well as DC electrical installation, MV & HV AC electrical installation, Control Cabinets, Seismic Enclosures, DC Disconnects, DC Bus, and other.

## Responsibilities

- Read, interpret, and implement established contracts and Master Sales Agreements on specific project.
- Prepare and issue RFQ's.
- Analyze quotes / proposals.
- Complete price analysis, commercial item determinations and other documents required for successful completion of projects.
- Negotiation of Purchase Order and Subcontract Terms and Conditions.
- Prepare Purchase Order and Subcontract documents and other contractual documents, including identification and inclusion of flow down requirements from the contract with customer and ensure appropriate terms and conditions have been applied.
- Evaluate and negotiate in a team the pricing and quality of offer and recommends to Project Management Team awards of PO's that meet specifications, quality, budget, and schedule.
- Maintain and uploads procurement files.

- Notify suppliers of quality discrepancies in their incoming materials or equipment.
- Support the identification of root cause and corrective action.
- Optimize supply chain operations on project level to increase efficiency.

### Qualifications

- Ability to lead and drive Project Management and Engineering teams towards project decisions.
- Strong written and oral communication skills.
- Ability to organize, manage processes, set deadlines, and follow up to ensure schedules are met.
- Ability to act as a liaison between various teams and divisions in the company in order to drive efficiency and expediency.
- Team player with demonstrated experience in working effectively within their own organization and cross-functionally.
- Ability to work independently with limited supervision.
- Strong problem solving, negotiation and organizational skills.
- Ability to process information and manage multiple conflicting priorities to drive to successful outcome (i.e. Multi-task).
- Flexible and versatile to provide on demand support in quick reaction and immediate demand situations.
- Proficient Microsoft Office Suite skills (Word, Excel).
- Bachelor's Degree plus minimum 5 years of experience in a renewables EPC environment.
- Knowledge of ERP Netsuite, Salesforce, SharePoint, will be an advantage.

### GET IN TOUCH

Please send your resume and cover letter to [careers@fluenceenergy.com](mailto:careers@fluenceenergy.com)

Fluence IS AN EQUAL OPPORTUNITY EMPLOYER and fully subscribes to the principles of Equal Employment Opportunity to ensure that all applicants and employees are considered for hire, promotion, and job status without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, marital or familial status.