

JOB DESCRIPTION

Job Title:	Technology Procurement Specialist
Department:	Technology
Reports To:	Project Coordination Manager
FLSA Status:	Non-Exempt
Salary Info:	\$31.25 - \$38.46 per hour (non-exempt) + Profit Sharing Bonus eligibility
Summary of Benefits:	As a 100% Employee-Owned Company, We Offer: • Medical, Dental & Vision Insurance • Company-Paid Life and Disability Coverage • 401(k) Retirement Plan • Employee Stock Ownership Plan (ESOP) • Comprehensive Paid Time Off (PTO) • Floating Holidays

Position Summary:

The Technology Procurement Specialist is responsible for sourcing, purchasing, coordinating, and managing technology products and vendor partnerships that support iSpace business operations, project delivery, and customer solutions. This role works closely with sales, project management, project coordination, operations, and vendor/manufacturer partners to ensure timely procurement of technology equipment, software, and services while maintaining accurate pricing, cost control, quality standards, inventory visibility, and strong supplier relationships.

Essential Duties and Responsibilities:

1. Procurement & Purchasing

- Source and procure technology-related products, equipment, software, and services.
- Obtain quotes from manufacturers and distributors, compare pricing, evaluate availability, and identify the most competitive vendor options for iSpace.
- Create and manage purchase orders, vendor agreements, and related purchasing documentation.
- Ensure purchases align with budgets, project requirements, customer expectations, and company standards.
- Track orders from placement through delivery and resolve delays, discrepancies, backorders, or substitutions as needed.
- Confirm inventory products are in stock and available prior to order processing.
- Coordinate with selected vendors to confirm stock levels and availability before processing orders.

2. Vendor Management & Partnerships

- Participate in vendor engagement, negotiations, and ongoing relationship management with technology manufacturers, distributors, service providers, and other vendors in support of strategic partnerships.
- Work with sales to manage and negotiate pricing programs, rebates, discounts, shipping agreements, and other favorable purchasing terms.
- Track vendor contract obligations and monitor adherence to agreed-upon terms and conditions.
- Evaluate supplier performance, pricing, lead times, service levels, and overall value.
- Manage AV Edge partnerships with manufacturers and vendors.
- Ensuring project registrations with vendor/manufacturers are utilized when applicable.

3. System Pricing & Data Management

- Maintain vendor contacts, pricing updates, and related procurement information in Technology Tools SharePoint.
- Work with engineering to update pricing, vendor codes, and related purchasing information in D-Tools.
- Maintain accurate procurement records, vendor documentation, contract details, and purchasing reports.
- Partner with internal teams to reconcile, review, and confirm ordering file discrepancies.
- Prepare procurement reports, purchasing analytics, and usage reporting as needed, including State of Minnesota quarterly usage reporting when applicable.

4. Project, Sales & Internal Team Support

- Collaborate with Project Managers, Project Coordinators, Sales, Operations, and AV team members to identify procurement requirements and support project needs.
- Ensure products and services are ordered and delivered according to project schedules and customer requirements.
- Work with the sales team to review and update pricing on quotes as needed.
- Assist in reviewing orders for final cost allocation prior to order.
- Fully handle small orders.
- Support RFP and bid response processes related to technology solutions.
- Assist with product substitutions, value-engineering opportunities, and solution options when appropriate.
- Provide additional support to the technology project coordination team, AV sales team, and project tracking process as the role evolves.

5. Financial & Administrative Responsibilities

- Review invoices and resolve pricing, ordering, or receiving discrepancies.
- Monitor spending against budgets, project estimates, and purchasing agreements.
- Support accurate reporting and documentation for vendor programs, rebates, discounts, and purchasing activity.

- Maintain organized records to support procurement, accounting, project management, and vendor follow-up needs.

6. Serve as a Steward of iSpace Core Values and Brand

- We are **EXPERTS**: We provide well thought out solutions to support our client's business needs.
- We are **RESOURCEFUL**: We will find ways to get it done and make it look easy.
- We **VALUE** all **PARTNERSHIPS**: Our partners are not viewed as transactions, but friends. We support each other and celebrate in each other's successes.
- We believe in **TEAMWORK**: All of us together are better than each of us alone.
- We have **FUN**: Having fun is part of our work experience. We bring our culture to life by enjoying ourselves and each other.
- We Are **OWNERS**: We are 100% employee owned. We think and act like owners, making every decision count for our collective success.

7. Other duties may be assigned.

Skill and Abilities:

Analytical Skills – Demonstrates the ability to observe, investigate and interpret a given situation to develop and mitigate risk involved with complex solutions.

Communication – Exhibits great listening and comprehension. Expresses ideas and thoughts in written and verbal form. Keeps others adequately informed. Selects and uses appropriate communication methods.

Innovation – Develops innovative approaches and ideas. Displays original thinking and creativity. Generates suggestions for improving work. Meets challenges with resourcefulness and respect to others.

Problem Solving – Develops alternative solutions. Gathers and analyzes information skillfully. Identifies problems in a timely manner. Resolves problems in early stages. Works well in group problem solving situations.

Organization and Follow-Through – Manages multiple priorities, details, deadlines, and follow-up items with accuracy and consistency.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required:

- Associate's or Bachelor's degree in Supply Chain Management, Business, Technology, or related field, or equivalent experience.
- 3+ years of procurement, purchasing, supply chain, technology, or related experience.
- Strong negotiation and vendor management skills.
- Experience with purchase orders, inventory management, and contract administration.
- Proficiency in Microsoft Excel and Microsoft Office applications.
- Excellent organizational and communication skills.
- Strong attention to detail and ability to manage multiple priorities in a deadline-driven environment.

Preferred:

- Experience purchasing AV, IT, networking, workplace technology, or construction-related technology products.
- Knowledge of ERP, procurement, or project management software.
- Experience with RFPs, RFQs, and bid analysis.
- Understanding of technology product lifecycles and supply chain logistics.

Key Competencies:

- Vendor Relationship Management
- Strategic Sourcing
- Cost Management
- Negotiation Skills
- Project Coordination
- Inventory Planning
- Contract Administration
- Problem Solving
- Analytical Thinking
- Customer Service
- Accuracy and Follow-Through

Computer Skills:

- Proficient in Microsoft Office Suite, including advanced Microsoft Excel skills such as pivot tables, VLOOKUP/XLOOKUP, data analysis, reporting, and spreadsheet management.
- Strong working knowledge of Microsoft Outlook, Teams, Word, and PowerPoint.
- Experience utilizing ERP, purchasing, inventory management, CRM, or procurement software.
- Experience using D-Tools or similar quoting, ordering, or technology procurement platforms preferred.
- Ability to maintain accurate vendor contacts, pricing updates, and procurement documentation in Technology Tools SharePoint or similar shared systems.
- Familiarity with vendor portals, manufacturer websites, online procurement platforms, order management systems, and project registration tools.

- Ability to generate, analyze, and interpret procurement reports, purchasing data, pricing updates, and usage reporting.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk and stoop. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and Ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

ACKNOWLEDGED: Employee Signature **Date**

PRINT: Employee Name

ACKNOWLEDGED: Supervisor/Manager Signature **Date**

iSPACE environments is an Equal Opportunity Employer and will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, familial status, membership or activity in a local human rights commission, status with regard to public assistance, or any other basis under law.