



605 Highway 169 North
Plymouth, MN 55441
(763) 543-4600

Job Description

Job Title: Sourcing Specialist

Location: Plymouth, MN

Employer: U.S. Energy Services, Inc.

U.S. Energy Services is an energy management firm providing natural gas, electric and green energy services to large industrial, commercial and municipal clients. Our mission is to develop and implement energy strategies that control our clients' energy costs. Our culture is a self-governing, family-friendly, team-oriented work environment.

General Description of Job

Many of U.S. Energy's customers purchase delivered or bundled natural gas supplies for their respective facilities. The company administers 100's of requests for proposals of varied complexity for delivered gas supply. The position is responsible to bid, rebid, or renew each of the sourcing contracts. To facilitate the positions responsibilities, the position must track information about the customer, local utility, pipeline and active suppliers by location. The candidate will use a standardized RFP process to the extent possible. The position is responsible for preparing and Advisory describing the responses to the RFP and subsequent recommendation of supplier. The candidate must communicate the nuances of the multiple sourcing proposals to the Account Manager. At the Account Manager's request, the Sourcing Specialist will participate in customer conference calls and on-site customer visits. The Sourcing Specialist will interact with others throughout the organization including Account Managers, Operations, Credit and Contracts, IT and Client Accounting.

Reporting Structure

This position reports to the Vice President of Merchant Services.

Principal Accountabilities

1. Request for Proposal Process:
 - a. Manage the Renewal Process for Delivered Natural Gas Supply Contracts.
 - i. Conduct a basis monitoring process to renew supply agreements based on favorable basis values vs. renewing based on contract dates.
 - ii. Provide timely notice to account managers of pending contract deadlines and subsequent evergreen periods.
 - iii. Conduct an RFP when appropriate for contracts up for renewal. Work closely with Account Manager when preparing the terms of the RFP document.
 - iv. Work closely with the Credit and Contracts group during the RFP process to ensure that supplier credit terms are defined.
 - v. Receive and review supplier contracts. The terms and conditions must be consistent with pricing and customer operational parameters.
 - vi. Prepare an Advisory comparing the various bids received when and RFP is conducted.
 - vii. Review all Advisories with the appropriate Account Manager
 - viii. Participate with Account Managers in conference calls and client visits relating to their natural gas sourcing.
 - b. Effectively track RFP notice and renewal dates
 - i. Identify utility renewal needs as it relates to transporting vs. sales service.
 - ii. Identify and manage the notice period of a Contract
 - iii. Identify and manage the renewal date of a Contract
 - c. Track active suppliers by utility and/or region
 - d. Contribute to standardizing and improving Procurement Processes
 - e. Maintain a central repository for key information for each RFP customer such as Firm, interruptible, type of back up system, key personnel, expected rate changes, capacity constraints , etc.
2. Communication:
 - a. It is critical that this position interview each account manager to establish their expectations regarding a final product to be presented to their customer. The objective is a standardized final product to the extent possible.
 - b. Communicate critical information gained during the RFP process to the Account Managers through the preparation of an Advisory and in-person discussions.
 - c. At an Account Managers request, participate in Client conference calls and meetings at client locations.

Requirements

- Bachelor's degree preferred with an analytical focus
- Professional work experience of at least five years required.
- Minimum requirement of five years of sourcing delivered natural gas to multiple sites throughout North America.
- Strong problem-solving and organizational skills with the ability to manage multiple projects
- Superior communications skills, both written and verbal, required
- Demonstrated experience in working with industrial or large commercial clients required plus evidence of customer-service orientation
- General business acumen
- Strong team player who excels at performing in a collaborative environment
- Proficient with Microsoft Office

Benefits Provided

Employee's professionalism, expertise and motivation to provide outstanding service is valued and respected. We offer a competitive salary, benefits package, business casual work environment, tuition reimbursement, exciting career path and a team-oriented work environment. Our benefit package consists of employer-paid medical, dental, and life insurance as well as generous employer contributions to a 401K plan and disability insurance. After a period of employment, company ownership opportunities are made available to all employees.

Contact Information

Please e-mail your resume to: jobs@usenergyservices.com