



Job Description – Procurement Clerk

BCR Environmental Corporation is a solutions company transforming the way municipalities and industrial processors treat and manage biosolids, organic wastes, and other process streams. BCR patented technologies convert organic waste and other process streams into valuable products that may be further processed or used as end products. BCR is growing rapidly because we offer solutions that lower costs and reduce risk. BCR has a significant U.S. market position as a technology innovator and leader in the municipal biosolids sector. Our Whole Solutions eliminate odor, improve regulatory compliance, simplify biosolids and organics management, and convert waste streams into renewable resources. Further, BCR is rapidly expanding into industrial markets through resource recovery projects, environmental remediation, and difficult heat transfer and processing solutions.

BCR has an outstanding opportunity to add a Procurement Clerk to work within the company's Operations and Finance Teams. BCR maintains a family first culture and a fun working atmosphere, where each person contributes to a successful team. If you are looking for a place to immediately provide impact and grow in a high growth and sustainable industry - this is the place.

Position Type:

Full time, salaried.

Position Posting:

Jacksonville, FL (Downtown Area)

Job Description:

Under the supervision of the Lead Contracts Administrator, carries out all inside activities associated with procurement and some administrative finance support. Opportunity to progress to Business Development, Finance, or Project Management depending on applicant's motivation.

Experience within the Water & Wastewater industry preferred, with at least three years of experience in accounting and administration. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks.

Reports to: Lead Contracts Administrator with input from the Senior Accounting Manager

Duties:

- Process purchase order requests forms and submit to the requestor for approval before sending to the vendor.
- Support and close out the life cycle of purchase orders.
- Request for proposals from suppliers/vendors.
- Request for quotes from suppliers/vendors.
- Supporting supply chain lead times for projects.
- Verify invoices, shipments, and other records when orders come in to ensure accuracy from the vendor.
- Maintain spare parts inventory.
- Create and maintain a variety of reports for Management.

Working conditions:

- Workdays are Monday to Friday, 8 hours per day, minimum 40 hours per week. In office schedule Monday to Thursday 8am – 5pm.
- Customer sites are municipal wastewater treatment plants or industrial sites and may require travel in company provided transportation to customer sites or expensed private transportation.

Employment Requirements:

- High school diploma or an equivalency
- Three or more years of experience in a clerical setting or in purchasing
- Excellent negotiating and communication abilities
- Strong skills in mathematics, finance, or accounting
- Proficient spoken and written English.
- Successfully complete Drug Screening
- Successfully pass a Background Screening
- MS Office suite proficiency
- Quick books Enterprise and/or accounting software proficiency