



## **Supplier Diversity and Procurement Coordinator**

Arizona Water Company (“Company”), a private utility serving customers throughout Arizona, and an investor-owned public utility. The Company is seeking Supplier Diversity and Diversity Coordinator at our Apache Junction Division. Under the direction of the Operations Supervisor in the Phoenix office, the Supplier Diversity and Procurement Coordinator works with Operations Management to oversee the Company’s Supplier Diversity Program and Procurement operations.

Responsible for a variety of tasks and duties, which may include, but would not be limited to, the following:

- Performs all procurement activities including pre-qualification, negotiation, preparing contracts and requesting proposals.
- Responsible for the procurement of products and professional services for the Company’s use by identifying potential supplier sources, screening potential suppliers, and negotiating favorable payment terms.
- Coordinate activities with all AWC departments; including Rates, Finance, Engineering, and Operations.
- Coordinating procurement of material and supplies with Operation employees.
- Monitors supplier performances and ensures that contractual obligations are met.
- Acts as a point of contact between the Company and suppliers.
- Represents the Company in the community in matters relating to supplier diversity as required.
- Responsible for developing Company’s supplier diversity program, including managing the compilation of data on participating and qualifying diverse companies, tracking, and reporting program development and progress to internal and external stakeholders, supporting reporting for rate case and regulatory filings as appropriate.
- Responsible for the recruitment, retention, and tracking of qualified vendors for the Company’s approved vendor list.
- Develops and manages working relationships with diverse communities, contractors, suppliers, consultants, government regulatory and permitting agencies and departments, other water utilities and agencies, and utility and service providers and vendors.
- Facilitate improvements and provide economies of scale in purchasing from suppliers and vendors, creating a more efficient supply chain process for the Company and its field management.
- Actively monitors and is aware of new diverse companies and establishes relationships with them.
- Maintains strong liaison with Company officers and management and key departments involved with supplier diversity and/or procurement processes.
- Other tasks and duties as directed.

Required skills, knowledge, and physical requirements:

- Ability to develop strong relationships with vendors to improve procurement strategies.



## **ARIZONA WATER COMPANY**

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- Good knowledge of the Company's water systems, including their operations and service areas.
- Ability to read, interpret, develop, negotiate, and implement proposals and contracts.
- Effective leadership skills and keen understanding and ability to deal with personnel at all levels in a cooperative and professional manner, including outside contracting companies, customers, and public agencies, as well as Company personnel.
- Ability to start up and lead Company's supplier diversity program.
- General knowledge of operations, office procedures and functions of departments, and requirements of the Arizona Public Utilities Commission and other government agencies.
- Understanding of tariff schedules, Company policies and procedures, operating and general memoranda, standard specifications, and contract documents.
- Ability to coordinate a variety of multiple projects concurrently and successfully from start to finish.
- Must have strong personal computer skills and working knowledge of a variety of software packages, such as Microsoft Office programs including Excel, Word, PowerPoint, and Project Management.
- Occasional travel required.
- Ability to perform repetitive physical activities using feet, legs, hands, and arms, and be able to use a keyboard, walk, sit, stand, bend, stoop, climb stairs, reach, grasp, and occasionally lift up to 40 lbs.

Required education, training, and experience:

- Associate degree preferred
- Prior experience with the development and administration of supplier and/or diversity programs.
- Experience in the preparation, development, and implementation of purchasing contracts.
- Valid Arizona driver's license and acceptable driving record.

The company offers a competitive wage and benefit package, including company paid medical, vision, dental, holidays, vacation, and 401(k).

Send a detailed resume: [awc-hr@azwater.com](mailto:awc-hr@azwater.com).