



2026 Full Time
Procurement Specialist II
ELINOR COATINGS, LLC

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About Us

Elinor Coatings creates solutions for corrosion, degradation, and fouling through research in surface protection. We value environmental sustainability and conservation and diversity in backgrounds, experiences, and personalities. This role will join a team of researchers in developing new formulations of protective and anti-corrosion coatings for metals. Support long-term federal research contracts in aerospace and ground vehicle support.

Overview

A Procurement Specialist II manages end-to-end purchasing activities to ensure the organization obtains quality goods and services efficiently and cost-effectively. The role includes sourcing and evaluating vendors, maintaining, growing, and initiating supplier relationships, and overseeing purchase requisitions, orders, and contracts. The specialist negotiates pricing and terms, ensures compliance with policies and regulations, and reports key procurement metrics. Working closely with Accounting, Operations, and project leads, they support forecasting needs, inventory, maintaining accurate ERP data, and drive process improvements through market analysis and strategic sourcing initiatives.

Primary Responsibilities

Vendor Management

- Source, evaluate, and select qualified vendors
- Build and maintain positive supplier relationships
- Monitor vendor performance and resolve quality or delivery issues

Procurement Operations

- Manage purchase requisitions, purchase orders, and contract administration
- Ensure timely ordering, tracking, and delivery of goods and services
- Maintain accurate procurement records and documentation

Negotiation & Contracting

- Negotiate pricing, terms, and service agreements
- Support contract reviews and renewals
- Identify opportunities for cost savings and improved terms

Compliance & Reporting

- Ensure adherence to company policies, procurement standards, and applicable regulations
- Support audit readiness through proper documentation
- Track and report key procurement metrics (spend, savings, supplier performance)

Cross-Functional Collaboration

- Work closely with Finance, Operations, and Inventory teams to understand purchasing needs
- Assist in forecasting material and service requirements
- Support ERP updates related to procurement processes and vendor data

Process Improvement & Strategy

- Analyze market trends and recommend strategic sourcing opportunities
- Identify and implement process improvements for procurement efficiency
- Participate in initiatives to streamline purchasing workflows

Qualifications

Minimum Education/Experience

- Bachelor's degree in Business, Supply Chain, or related field
- Experience in procurement, purchasing, or supply chain operations
- Strong vendor management and negotiation skills
- Ability to manage purchase orders, contracts, and procurement documentation
- Familiarity with ERP systems and procurement workflows
- Excellent attention to detail and organizational skills

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- Strong analytical, problem-solving, and communication abilities
 - Ability to work cross-functionally with Accounting and Operations

Preferred Qualifications

- Professional certifications (CPSM, CPIM, or equivalent)
- Experience working within FAR/DFARS or other government contracting frameworks
- Experience with strategic sourcing or cost-saving initiatives
- Advanced skills in data analysis and procurement reporting
- Knowledge of procurement regulations, compliance, and audit processes
- Industry-specific procurement experience

Classification and Compensation

Full Time/Benefited

Application Procedure

Apply on our website via the careers page:

- Cover letter
- Curriculum vitae/resume
- Three (3) references