

# Purchasing Analyst

[DSD Renewables](#) · New York City Metropolitan Area · **7 hours ago** · 57 applicants

- \$65K/yr - \$80K/yr HybridMatches your job preferences, workplace type is Hybrid. Full-timeMatches your job preferences, job type is Full-time.
- 201-500 employees
- [Skills: Microsoft Excel, Procurement, +8 more](#)
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## About the job

**Role Summary/Purpose:** The role will be responsible for coordinating all activities relating to purchasing goods and services including vendor onboarding, management, and compliance, coordinating purchase requisitions, executing purchase orders, and coordinating invoice approval and support. This role reports to the Purchasing and Accounts Payable Manager under the Controllershship function.

## Essential Responsibilities

- Create, review, and process purchase requests and orders.
- Ownership of vendor onboarding including creation of new vendor accounts, compliance, and ownership of approved vendor listing.

- Monitor and track open purchase orders; provide reporting on committed spend as requested.
- Assist in reviewing and resolving order disputes.
- Provide reporting on committed cost including open purchase orders, amount spent and amount remaining.
- Ensure tax is appropriately included or excluded on purchase requisitions and orders. Assist accounting team with management of tax module in ERP and documentation of exemption/re-sale certificates.
- Promote cost control by seeking cost-saving opportunities and assisting in the development of cost reduction strategies.
- Drive system improvements and automations to streamline reporting on costs committed and incurred.
- Support the purchasing manager in various administrative tasks.

### **Qualifications/ Requirements**

- Basic understanding of procurement principles and practices
- Experience in supply chain, sourcing, or procurement.
- Proficient in Microsoft Office applications, particularly Excel.
- Basic understanding of procurement principles and practices.
- Must be based in the NYC Metropolitan Area. This position requires a hybrid schedule, minimum 1 day a week in office.
- Associates, 2 year Degree

### **Desired Characteristics**

- Strong written and verbal communication skills.
- The ability to work independently and collaboratively in a fast-paced environment.
- An enthusiasm for change and a commitment to continual improvement.

- Ability to effectively partner with cross functional internal teams, and with various organizational levels.

Additional Eligibility Requirement DSD will only employ those who are legally authorized to work in the United States for this opening.

**Notice to Recruiters & Staffing Agencies** Distributed Solar Development has an internal talent acquisition department and designated career site for individuals looking to join our team. Distributed Solar Development will not accept unsolicited resumes from any external recruiters, staffing firms, search agencies or any fee-based referrals. Any unsolicited resumes sent to directly to Distributed Solar Development, in any capacity will be considered property of Distributed Solar Development. This policy is applicable to all Distributed Solar Development locations and will be the responsibility of third parties and vendors to understand this policy. Distributed Solar Development will not pay a fee for any placement resulting from the receipt of an unsolicited resume.

DSD Renewables (DSD) is a renewable energy solutions platform enabling a more sustainable future by deploying and operating renewable energy solutions, making solar, storage, and EV charging infrastructure more accessible to commercial, industrial, and municipal partners. With in-house expertise, a broad scope of capabilities, and the proprietary DSD Connect Platform, our team provides resources to industry partners and customers across the US, accelerating the deployment and scale of renewable energy to meet aggressive sustainability and net-zero goals. To learn more, visit [DSDRenewables.com](https://DSDRenewables.com) and connect with us on LinkedIn, Instagram, and Facebook.

Distributed Solar Development is an equal opportunity employer. Employment decisions are made without regard to race, color, religion, national or ethnic origin, sex, sexual orientation, gender identity or expression, age, disability, protected veteran status or other characteristics protected by law.

Employer-provided

## **Pay range in New York City Metropolitan Area**

Exact compensation may vary based on skills, experience, and location.

### **Base salary**

\$65,000/yr - \$80,000/yr