

## **Position Opening: Business Development and Procurement Specialist**

**Location:** Oahe Electric Cooperative, Blunt, SD

**Position Type:** Full-Time

### **About Us:**

Oahe Electric Cooperative is committed to providing affordable, reliable, and sustainable electricity to our members. As our community grows and energy demands increase, we remain dedicated to maintaining operational efficiency while delivering excellent service. We are seeking a **Business Development and Procurement Specialist** to play a vital role in managing procurement processes, identifying business development opportunities, and supporting the cooperative's strategic growth.

### **Position Overview:**

The **Business Development and Procurement Specialist** will oversee the procurement of materials, services, and equipment while actively identifying and pursuing business opportunities that align with the cooperative's goals. This position will also support load growth planning and help ensure that the cooperative can continue to deliver reliable service to our members in a cost-effective manner.

### **Key Responsibilities:**

- **Business Development & Growth:** Identify and pursue new business opportunities that support the cooperative's goals, including expanding capacity and meeting future energy demands. Collaborate with engineering, operations, and planning teams to develop solutions that address load growth and infrastructure needs.
- **Procurement:** Manage the procurement of equipment, materials, and services for cooperative operations. Ensure efficient and cost-effective sourcing while adhering to cooperative standards and guidelines.
- **Contract Management:** Assist in negotiating, drafting, and managing contracts with vendors, service providers, and contractors. Ensure compliance with cooperative policies, legal requirements, and industry standards.
- **Rates & Financial Support:** Work with the finance team to monitor procurement-related expenses and identify cost-saving opportunities. Assist with rate planning to ensure rates remain fair and sustainable for our members as the cooperative grows.
- **Collaboration & Coordination:** Work closely with internal teams and external stakeholders to ensure projects and initiatives are aligned with the cooperative's objectives. Provide support to leadership in optimizing operations and growth efforts.

### **Qualifications:**

- Bachelor's degree in Civil, Electrical, Mechanical, Metallurgical Engineering, or a related engineering field.

- At least 3-5 years of experience in procurement, business development, or load growth planning, ideally within an engineering, utility, or energy-related field.
- Strong technical understanding of electrical, mechanical, or metallurgical systems with experience in supporting infrastructure development and load growth.
- Experience in procurement, vendor management, contract administration, and business development.
- Knowledge of regulatory compliance, utility rate structures, and billing systems.
- Strong analytical, problem-solving, and organizational skills.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively across teams and with external partners.
- Ability to manage multiple priorities and projects in a dynamic environment.

**Preferred Qualifications:**

- Experience in the electric utility industry or cooperative environment.
- Project management certification (PMP) or similar.
- Familiarity with regulatory compliance and industry standards related to utilities or other industries.

**Benefits:**

- Competitive salary based on experience.
- Comprehensive benefits package including health, dental, vision, and life insurance.
- Retirement savings plan with cooperative contribution.
- Paid time off and holiday pay.
- Opportunities for professional development and growth.

**How to Apply:**

Submit your resume and cover letter to [jlmab@oaheelectric.com](mailto:jlmab@oaheelectric.com). The deadline for applications is open until filled.

Oahe Electric Cooperative is an equal opportunity employer and values diversity in the workplace. We encourage all qualified individuals to apply.