



Job Title:	Procurement Associate	Position Type	Full Time
Department/Group:	Operations	HR Contact:	Staci Schwartz
Location:	Remote / Oakland, CA -HQ	Travel Requirements:	10%
Applications Accepted By:			
Online application preferred, if you need accommodation for the online application, please contact us directly. To apply, click >>>HERE<<<		MAIL: HR Primergy Solar, LLC 1901 Harrison St Suite 1600, Oakland, CA 94612	
Company & Job Description			
<p>Primergy is a developer, owner, and operator specializing in utility-scale solar PV and battery storage projects across the United States. The company manages a significant portfolio of operational and development-stage projects across major energy markets, including ERCOT, MISO, PJM, CAISO, WECC, and SERC. With a diverse and talented team bringing decades of expertise in renewable energy project development, financing, construction, and operations, Primergy leads the industry in delivering innovative and sustainable energy solutions. Primergy is a portfolio company of Quinbrook Infrastructure Partners and is the primary investment platform for Quinbrook Infrastructure Partners' solar and solar plus energy storage activities in North America.</p> <p>Primergy is growing our experienced team to manage the significant growth in our business. We offer a fun, entrepreneurial culture, competitive compensation, and the opportunity to work with an experienced, achievement-oriented team.</p> <p>ROLE & RESPONSIBILITIES</p> <p>The Associate, Procurement will play an integral role in Primergy’s significant growth by supporting the Procurements team’s processes, procedures, vendor relationships, and market intel. Working with existing procurement resources, the role is focused on ensuring that executed contracts are managed efficiently and consistently prior to handoff to the Project Execution Team, while also maintaining relationships with key suppliers, ensuring on time deliverables, and supporting any pre-execution activities for the team when requested. The position requires experience in supply chain, vendor management, schedule/process management, and analytics, ideally within the solar and energy storage industry.</p> <p>RESPONSIBILITIES INCLUDE:</p> <ul style="list-style-type: none"> • Manage executed procurement contracts prior to turnover to Project Execution Team. <ul style="list-style-type: none"> ○ Scope includes, but is not limited to: establishing a tracking system for open order management and milestone achievements, hosting regular vendor check-ins, monitoring/maintaining contracted deliverables, processing reviews and approvals 			



between organizational stakeholders, supporting contract change orders/amendments/notices, and appropriately storing all relevant correspondence.

- Procure high voltage breakers and other high voltage equipment as required by project specifications; such process includes RFQ issuance, technical evaluation, vendor selection, and contract negotiation.
- Create supplier performance metrics for objective performance of active agreements.
 - Relevant feedback to be provided to teammates to support/improve new contract negotiations of same/similar product types.
- Work with existing procurement resources to prepare management presentations based on the information provided from supplier proposals, active agreements, and team members alike.
- Provide market intelligence feedback to the Operations team and larger organization based on third-party reports and active vendor feedback.
- Support RFP initiatives lead by Procurement Directors and Managers for new purchase agreements.
- Support relationship building programs with new and existing suppliers.
- Assist with executive team and board material approvals for new purchase agreements or amendments to existing agreements.
- Assist in tracking geopolitical factors related to goods and services purchased within the Procurement department.
- Manage equipment storage when applicable, as further described below.

Equipment Storage Management: Own end-to-end storage lifecycle for high-voltage breakers (HVBs) and main power transformers (MPTs) for equipment not actively assigned to a project site. Such scope includes:

- Initiating storage planning 5–6 months prior to equipment delivery; evaluating U.S. vs. overseas storage based on tariff exposure, detainment risk, geographical risk, title transfer, and alternative project assignments.
- Sourcing and evaluating storage vendors; issuing RFPs with complete equipment handling, maintenance, and warranty requirements; negotiating and executing storage agreements.
- Coordinating with tax, legal, and insurance partners on storage-related obligations, insurable value, and facility compliance.
- Overseeing delivery inspections, scheduling ongoing condition audits, reviewing monthly/annual storage reports, and ensuring OEM warranty extension requirements are met during storage periods.
- Managing storage invoice approvals, payment tracking, and lien waiver collection.

Process Maintenance and Development: Maintain, adhere to, and improve processes specific to contract management and procurement, such as contract administration, document repository, and vendor communications. In addition, work Salesforce Admin to refresh the system to anticipate interdepartmental needs.



Outside Projects: There will be opportunities for creatively engaging across departments to ensure Primergy is acquiring, building, and operating the best projects available. We look for outside the box thinking and encourage personnel to ask questions. Please be prepared to reach beyond your assigned role in order to ensure the success of the Primergy team, while maintaining focus on your primary responsibilities.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Requires a bachelor's degree or equivalent combination of education and experience.
- 2+ years of increasingly progressive experience in procurement, contract management, asset management, operations or a similar function.
- Solar and/or energy storage experience is preferred.
- Previous experience where communication with external parties was prevalent is preferred.

SKILLSET

- Honesty, transparency, and integrity.
- Clear and direct communication with internal team members and external vendors alike.
- Strong cross-functional collaboration skills.
- Ability to multi-task and manage deadlines.
- Driven, resourceful, and comfortable working in an entrepreneurial environment.
- Rigorous attention to detail, work ethic, personal responsibility, work product ownership, and organizational skills.
- Requires the ability to stay current with changing technologies, pricing, policies, regulations, and trends influencing the continued adoption of renewable energy.
- Ability to quickly step into new tasks and adapt to new circumstances in a dynamic environment.

Primergy is committed to cultivating an inclusive and welcoming workplace. We encourage applicants from all backgrounds and do not discriminate based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or veteran status. We understand that individuals from historically underrepresented groups — including women and people of color — may hesitate to apply if they don't meet 100% of the listed qualification. If this role aligns with your interests and career goals, we encourage you to apply even if you don't meet all the criteria.