

POSITION DESCRIPTION

Classification

Exempt

Reports to

Vice President of Finance

Summary/Objective

The Procurement Manager is responsible for planning, directing and controlling purchasing and Gift In-Kind activities: ensuring the job materials and supplies are procured in an efficient, economical and timely manner that meets the requirements of both internal and external clients, and development and implementation of purchasing policies. In addition, the Purchasing Manager oversees vendor programs, direction and execution of purchasing initiatives in alignment with organization objectives.

Essential Functions

1. Manage the organization's day-to-day purchasing and Gift In-Kind activities
2. Issue and manage purchase orders for materials, supplies, equipment and services to ensure smooth operation of the organization business
3. Manage inventory guidelines to achieve organization goals
4. Recommend and coordinate system forecasting/replenishment enhancements for efficiencies
5. Propose improvements to the current purchasing system that will improve vendor relationships and lower the cost of doing business
6. Negotiate price, terms, conditions and contracts with vendors
7. Source new and existing products
8. Develop and implement vendor qualification guidelines and monitor vendor performance
9. Monitor supplier cost/quality and delivery performance and drive actions for improvement where necessary
10. Act as liaison between suppliers and internal departments and external parties
11. Maintain budget requirements
12. Communicate with Vice President of Finance on a proactive and timely basis
13. Communicate with project management and construction regarding receiving dates and shipment status
14. Coordinate delivery timelines

Competencies

1. Passionate about the Habitat for Humanity mission and purpose
2. High energy and the ability to function effectively with a minimum of daily direction and support. Can solve problems and make decisions independently in a creative and effective manner
3. Proficient in Microsoft Office Suite
4. Critical Thinking
5. Excellent organizational skills
6. Strong communications skills

Supervisory Responsibility

This position has no supervisory responsibility.

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Work Environment

This job primarily operates in a professional office environment or at various event sites. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position will require working in various weather conditions at construction sites.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position requires extended periods of sitting and standing. The employee must also occasionally lift and move up to 50 pounds.

Position Type/Expected Hours of Work

This is a full-time, salaried position. Office operating hours are Monday through Friday, 9 a.m. to 5 p.m.

Travel

Travel is primarily local during the business hours and mileage is reimbursed. Company vehicles are provided, personal vehicle may be needed if company vehicles are unavailable.

Required Education and Experience

High School Diploma or equivalent
2 years of related experience

Preferred Education and Experience

Bachelor's Degree in business related field
Knowledge of basic accounting functions

Additional Eligibility Qualifications

Valid Florida Driver's License

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Office Location:

4116 Silver Star Rd. Orlando, FL 32808

To Apply:

Please send resumes and cover letters to employment@habitorlandoosceola.org
All resumes will be reviewed upon receipt.

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6/5/2019