

POSITION DESCRIPTION

Classification

Exempt

Reports to

Vice President of Planning and Construction

Summary/Objective

The Procurement and Facilities 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. In addition, the Procurement and Facilities Manager oversees the vendor process from requisition to relationship management with organization objectives. This role will also be responsible for the facilities and fleet maintenance, safety, and security.

Essential Functions

1. Oversee the maintenance and functionality of the headquarters facility
2. Manage and track preventive maintenance and repairs for facility and equipment including HVAC, office cleaning, fire alarm and fire suppression systems, security alarm, etc.
3. Oversee all facility contracts and manage facility and fleet vendor relationships
4. Compile and maintain Safety Data Sheets (SDS) records for office, warehouse, and build sites
5. Maintain inventory of keys (office, homes, and fleet)
6. Receive, process, and maintain warehouse stock/inventory products
7. Responsible for fleet management, maintenance, tracking and documentation of both trucks and trailers
8. Maintains safe and clean warehouse/ work environment by keeping shelves, pallet area, and workstations neat and complying with procedures, rules, and regulations
9. Manage the warehouse inventory control process for keeping accurate records and quality standards for reorders and audit including managing the physical inventory counts
10. Responsible for the organization's day-to-day purchasing and Gift In-Kind activities
11. Responsible for ensuring purchases stay within the budget
12. Issue and manage purchase orders for materials, supplies, equipment, and services to ensure smooth operation of the organization
13. Negotiate price, terms, conditions, and contracts with vendors
14. Source new and existing products
15. Source new vendors and sub-contractors
16. Manage delivery timelines internally and with the sub-contractor/vendor
17. Monitor supplier cost/quality and delivery performance and drive actions for improvement where necessary
18. Act as liaison between suppliers and internal departments and external parties

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19. Work with all internal departments for needed documentation of purchases, deliveries, and purchase orders
20. Other duties as assigned

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. Ability to work individually or as a part or a team
4. Organization skills
5. Ability to plan and prioritize proactively

Supervisory Responsibility

This position has no supervisory responsibility.

Work Environment

This job 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 frequently uses equipment such as forklifts, pallet jacks and other machinery. This position may require working in various weather conditions.

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 30 pounds.

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday, 9 a.m. to 5 p.m. Some early mornings, evening and weekends may be required.

Travel

Travel is primarily local during the business hours and mileage is reimbursed.

Required Education and Experience

High school diploma, GED or equivalent
Valid driver's license, eligible to qualify for business auto insurance policy
Forklift Certification within 90 days of job entry date
Experience in equipment maintenance and inventory control
Knowledge of basic facility management
Proficient in Microsoft Office & data entry



Procurement & Facilities Manager

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Preferred Education and Experience

Prior procurement, maintenance, facilities, and warehouse experience preferred

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.

HGO&O is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

4/9/2021

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Habitat Greater Orlando & Osceola County Core Values

WE... leads our core values as WE are a team operating together. WE are the foundation that the core values are built upon; these values do not apply to or represent just one of us -- they apply to all of us. Only as a team will we succeed.

Deliberate

- Planful – You look forward and work not only on what is in front of you, but also what is on the horizon.
- Measured – You pay attention to the little details that make a big difference.
- Levelheaded – You do things the right way, even when it's not the easy option.

Honorable

- Candid – You point out issues, along with possible solutions.
- Transparent – You own your mistakes and learn from them.
- Trustworthy – You do what you say you are going to do.

Nimble

- Empowered – You accept the independence and responsibility to excel.
- Creative – You integrate process improvements and innovations into project enrichment.
- Flexible – You welcome opportunities to broaden your skill set and gain new perspective.

Optimistic

- Positive – You embrace opportunities to positively elevate others.
- Fun – You work hard...but have fun doing it.
- Playful – You incorporate a spirit of adventure and playfulness into your work when appropriate.

Tenacious

- Diligent – You are mindful about the details and show care and enthusiasm for big and small projects alike.
- Dedicated – You champion perseverance in all that you do.
- Driven – You make sure that the job gets done even when there are obstacles or tight deadlines.