

Pensacola Habitat for Humanity, Inc.
Job Description

Job Title: Purchasing Manager
Reports To: COO

Department: Purchasing
Date: September 2018

Summary: Plans, coordinates, and analyzes the activities required to run an effective and efficient procurement process. Administers every phase of the procurement process from bids to analysis of products and sales.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

A. Work with departments to operate, analyze, and update procurement process.

- Annual Bidding Process: Materials and Subcontractors
- Quarterly Bid Process: Materials only
- Bid Packages
- Research Other Companies
- Advertise Bid Proposals (Santa Rosa & PNJ)
- Four weeks to turn in bids
- Sealed Bids (Prepare them for the bid meeting) Score sheet
- Notify by letter awardees and those not made
- Contracts prepared, signed, and new pricing entered into system
- Create and update Pricing Agreements

B. Maintain and Update Purchasing Software System

- Update Pricing
- Update Construction Costing by Plans
- Ensure that information in software is accurate for Fiscal

C. Develop and Work Closely with Vendors

- Create and Update Purchase Orders
- Office and Building Supplies
- Construction Materials
- Analysis of Vendor Product Quality, Service and Product Cost

D. Maintain Procurement Files by ensuring Compliance (Insurance, etc.)

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- At least 5 years of purchasing and estimating experience
- Job Cost experience
- Construction/Homebuilder experience preferred
- Ability to multi-task
- Personable attitude and great people skills

Education/Experience:

Associate degree (A. A.) or equivalent from two-year College or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The office space is in the construction department. From time to time, the noise level in the work environment can potentially become loud when construction work is going on in the warehouse.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include, close vision and distance vision.
- Ability to use hands to finger, handle, or feel; reach with hands and arms and talk or hear.
- Must occasionally stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl.