

Job Title: Purchasing Coordinator
Position Location: Charlottesville, Virginia
Reports to: Director of Design & Procurement
Employment Type: Full time, Exempt, Salaried



Benefits include: Health, dental and vision insurance, paid time off and paid holidays, mobile phone allowance, contribution to retirement account and discount on purchases at the Habitat Store located in the City of Charlottesville.

Overview:

Habitat for Humanity of Greater Charlottesville (Habitat) is a cutting edge non-profit housing organization creating simple, decent, affordable homes in partnership with low-income families, volunteers and the communities of the Greater Charlottesville region. Home construction capacity is multiplied by a volunteer labor force including homeowner families, corporate, civic, and church groups. Habitat is an affiliate of Habitat for Humanity International (HFHI), a global ministry working to end housing poverty world-wide.

In 2013 Habitat completed construction at Sunrise, the first trailer park transformation in the nation without resident displacement. Currently, Habitat owns and operates the Southwood Mobile Home Park with a similar goal of redeveloping it responsibly and compassionately as a mixed-income, mixed-use, sustainable community for current and future residents. Southwood is the area's largest single concentration of affordable housing and its greatest remaining redevelopment opportunity. When complete, the redeveloped Southwood will be unprecedented in scale nationally.

Additionally, Habitat is a national pioneer in mixed-income community development. To date, Habitat has built or built in nine mixed income neighborhoods and built and sold more than 200 homes.

Scope of Responsibilities:

The Purchasing Coordinator (PC)'s position has two primary responsibilities:

The first is to create and oversee each project file and budget. The project file will contain and essentially establish active documentation for each project. This file will document the active drawings, plans, budgets, and permits for each project. The PC will be responsible for maintaining a resource for the affiliate of the most up to date project information. The PC will establish a preliminary budget for each project, work with that project's lead to build concurrence of purchasing needs for the project, and submit final budget to the Associate Director of Procurement for approval. The PC will then track received invoices ensuring that expenditures fall within project budget parameters.

The second is to ensure the delivery of materials and services prior to their being needed. To accomplish this, the PC will establish purchase requesting systems and accurate lead times with vendors to ensure that projects are prepared to run as efficiently as possible.

Prerequisite Requirements:

- Positive, “can do” attitude
- Commitment to Habitat for Humanity’s mission of service to others
- Minimum 5 years of experience with residential construction
- Natural preference for working in a team environment
- Familiarity with sustainable and green building practices including EarthCraft and Energy Star certifications
- Understanding of construction materials for building such as: framing, siding, drywall, roofing, finish carpentry, etc.
- Strong organizational skills including ability to multi-task effectively
- Strong communication skills (both verbal and written)
- Computer skills including Word, Excel, Outlook, Google Calendar
- Proficiency in architectural software (i.e. - AutoCAD) a plus
- Ability to read and understand architectural drawings
- Experience estimating and budgeting construction projects
- Understanding of general Architecture
- Proficiency in Project Management software

Responsibilities:

- Review drawings from Architects and check for purchasing conflicts
- Work with project leads to establish building plan that corresponds to purchasing plan
- Collect and maintain all plans related to projects
- Keep both an active file as well as an archived file (and sections) that establishes what plans are actively in use
- Work to deliver materials and services
- Manage all vendor relationships
- Generate accurate estimates or take-offs of construction materials
- Secure pricing from several vendors to ensure we are spending donor funds responsibly and in accordance with our active procurement policies
- Generate budgets for each construction project that encompasses all of the necessary goods and services needed to complete the job
- Establish new and maintain current relationships with vendors
- Continue to evaluate new materials and building practices to ensure we are building the most sustainable, efficient, and economical home possible
- Ensure that any needed materials are on site prior to work starting
- Generate purchase orders for purchases made outside of project budgets and gain any necessary approvals
- Establish selections list for homebuyers
- Identify ways to decrease our construction costs
- Approve the completion of work or receipt of materials and approve payment promptly
- Keep an accurate account of all job-related spending

Habitat for Humanity is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, basis of disability or any other federal, state or local protected class. Women, minorities and protected individuals such as those covered by Section 3 are encouraged to apply.