

**Job Title:** Purchasing Coordinator  
**Position Location:** Charlottesville, Virginia  
**Reports to:** Director of Construction  
**Employment Type:** Full time, exempt, Salary

**Habitat:**

Habitat for Humanity of Greater Charlottesville (Habitat) is an innovative non-profit housing organization creating simple, decent, affordable homes in partnership with low-income families, volunteers and the community of Greater Charlottesville. Homes are built with 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 worldwide.

**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 DOC for approval. The PC will then track received invoices ensuring that expenditures fall within project budget parameters. For any purchases that fall outside of any project budgets, the PC will create, track, and gain approval for Purchase Orders. The PC will establish and maintain good relationships with our vendors and work with project leads / DOC to manage potential conflicts of purchasing needs across all projects. The PC's second primary responsibility 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 leads and vendors to ensure that projects are prepared to run as efficiently as possible. The PC should collaborate with leads to generate take-offs and secure the best possible pricing. This person is expected to represent the best financial values of the organization and as such has an equal voice to a project lead in all purchasing decisions. At the completion of each project, the Purchasing Coordinator must also be prepared to report on the costs and expenditures at the completion of each project.

**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.
  - Communicate that plan with vendors and contractors
  - Work to deliver materials and services according to Project Plan set by project lead.

- Manage all vendor relationships until project lead specifies their take over point.
- Generate accurate estimates or take-offs of construction materials.
  - Communicate take offs with project leads and incorporate any additions that are agreed upon
  - Communicate timelines to ensure that estimates are generated in time required.
- Secure pricing from several vendors to ensure we are spending donor funds responsibly.
  - Secure pricing according to our active procurement policies
- Generate budgets for each construction project that encompasses all of the necessary goods and services needed to complete the job.
  - Gain budget agreement from project lead. Communicate any points where agreement is not possible
  - Submit budget to DOC or assigned senior leader for approval prior to project start
- 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.
  - Gain any necessary approvals
- Work with DOC and Project lead to establish selections list for Partner Families.
- Help the construction department maximize their efficiency while maintaining the highest possible quality standards.
- Help 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.
- Crew lead volunteers on the construction site as needed.
- Perform other duties as assigned by Director of Construction

### **Prerequisite Requirements:**

- Positive, “can do” attitude
- Commitment to Habitat for Humanity’s mission of service to others
- Natural preference for working in a team environment
- On-site experience with residential construction
- Familiarity with sustainable and green building practices including EarthCraft and Energy Star certifications
- An understanding of construction materials for building such as: framing, siding, drywall, roofing, finish carpentry, etc.
- A desire to learn construction techniques and lead volunteer groups of diverse skill levels and background in those tasks.
- Excellent delegation and leadership skills.
- Ability to work well with diverse populations including sponsors, partner families, staff, community leaders, board members, and other volunteers
- 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)
- Ability to read and understand architectural drawings
- Experience estimating and budgeting construction projects
- Understanding of general Architecture
- Proficiency in Project Management software
- Ability to remain calm and focused in a constantly changing environment
- Professional appearance at all times (to include no altered shirts, political or other potentially offensive comments, etc.) befitting the public face of Habitat on the job site
- Ability to work Saturdays (Tuesday – Saturday)