



We build strength, stability,
and self-reliance through shelter.

Habitat For Humanity Greater Cincinnati

Position: Procurement Coordinator

Type: Full Time, Hourly

Manages Others: No

Reports To: Procurement Manager

Work Schedule: Monday – Friday, sometimes Saturday (worked out in advance)

Position Summary

This position is primarily responsible for assisting the Procurement Team Priority tasks for this position include coding invoices, maintaining subcontractor paperwork in compliance with our audit and grants, assisting with maintaining schedules, and working with the training annex coordinator to maintain inventory pricing. When there is a need, this position will also be responsible for assisting site superintendents on their worksites and learning best practices for Habitat builds. This position will also assist with property maintenance (mowing yards/landscaping, etc.), documentation, and assisting in the daily operations of the training annex.

Position Responsibilities

- Code construction related invoices into the accounts payable system
- File certificates of insurance, W-9, workers compensation certificates, grant related paperwork, subcontractor agreements and any other needed paperwork to receive funding
- Responsible for processing necessary paperwork and invoices timely and accurately
- Assist the Procurement Manager with updating build schedules
- Work with the Training Annex Coordinator to ensure pricing is accurate in the inventory spreadsheet
- Transport and distribute materials as needed
- Backup to the Training Annex Coordinator

Qualifications

- Computer experience including Excel required; Construction software experience preferred
- Excellent organizational and time management skills
- Excellent communication skills
- A valid driver's license in good standing is required
- Must be able to lift 80 pounds independently/regularly and function on scaffolding, ladders, and roofs.
- Experience in the residential construction process is a plus
- Resourceful, detail oriented, self-motivated and proven ability to take initiative
- Demonstration of good interpersonal skills in a variety of social and professional settings to ensure good working relationships with volunteers and employees



We build strength, stability,
and self-reliance through shelter.

- Ability to perform as a team player, combined with the ability to work independently with limited supervision

We are an equal opportunity employer

LIMITATIONS AND DISCLAIMER

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

