

## **PROCUREMENT COORDINATOR**

The Housing Authority of the City of Wilmington, North Carolina is accepting applications for a **Procurement Coordinator**. The Procurement Coordinator is responsible for coordinating, facilitating, expediting and executing procurement related task for the Housing Authority of the City of Wilmington. Applicants must submit a letter of interest, current resume, three professional references and a Wilmington Housing Authority application to : **Procurement Coordinator Search**, Attention: Human Resources Department, PO Box 899, Wilmington, NC 28402 or email to [jobs@wha.net](mailto:jobs@wha.net). Applications will be accepted until the position is filled.

### **PROCUREMENT COORDINATOR JOB DESCRIPTION**

The Housing Authority of the City of Wilmington, NC is focused on the transformation of the affordable housing market in Southeastern North Carolina by bringing new and innovative approaches to the region's housing market.

#### **GENERAL STATEMENT OF THE POSITION**

The Procurement Coordinator is responsible for coordinating, facilitating, expediting and executing procurement related task for the Housing Authority of the City of Wilmington. The Procurement Coordinator reports to the Procurement Manager and is directly responsible for assisting in the formulation and development of Statements of Work, up grading the Agency's Procurement Policy and the construction of contract packages. In addition, the Procurement Coordinator is responsible for the clerical and administrative support of the Procurement Department. This is a non-exempt position.

#### **DUTIES AND RESPONSIBILITIES:**

- Leading by example and being a role model for the standards and behaviors consistent with the core values and culture of Wilmington Housing Authority
- Assist in the development and upgrade of procurement procedures for all related entities by researching and recommending updates to agency policies assuring compliance with Federal and State rules and regulations.
- In coordination with the Procurement Manager, assist the End User in the development of complete procurement packages to include but not limited to solicitations, request for proposals, invitation for bids and/or request for quotas.
- In coordination with the Procurement Manager Prepare and issue legal notices associated with formal procurement and post solicitations on WHA's website.
- Maintain WHA Vendor list by assuring that the vendor's information provided is recorded in the system.
- Maintain the Existing Contract Log; provide End User with an official notification of renewal and/or termination no later than 120 days from the end of the contract period.
- Identify, utilize and maintain multiple sources and vendors to readily solicit quotes and or bids for commonly used products and services.
- At the request of the End User, research vendor prices to ensure that, where applicable three quotes are received and/or document "Sole Source" recommendations.
- Maintain contract and purchase order files to ensure that files are sufficiently documented and auditable.
- Process Work Orders, expedite delivery of requested goods and services, follow-up on back orders, and ensure that order is consistent with End User's request prior to accepting order(s).
- Receive, review and approve Contractor's Certified Payroll documents and when requested perform construction site interviews of employees to verify payroll data.
- Coordinates and resolves questions or discrepancies between suppliers and requisitioners.
- Represents the department at public meetings.
- Manually records all incoming requisitions and the processing level of each.
- Answers telephones and handles inquiries regarding purchasing and/ or direct caller to appropriate person or office, assists walk- in customers.

- Processes incoming and outgoing mail.
- Any other duties and responsibilities to accomplish the mission of this position and the mission of the company and its affiliates.

**Knowledge, Skills and Abilities:**

- Basic knowledge or procurement practices and processing.
- Basic math skills and ability to use Excel to develop spreadsheets and generate reports.
- Ability to communicate clearly and concisely orally and written.
- Knowledge of general office procedures.
- Ability to maintain confidential information.
- Ability to establish and maintain effective working relationships with staff and vendors/contractors.
- Ability to be accurate, responsive, follow-through, multi-tasking, and close attention to detail are essential.
- Ability to be team-oriented as well as work independently, results-driven, positive attitude, and be active with the entire procurement process.
- Ability to organize work load efficiently, meet tight timelines, problem solve effectively, and perform duties of the job accurately and with input and follow-up from management.
- Ability to drive and lead along with using processes to build and improve work.
- Comfortable and effective in interacting with all areas and levels of the organization to drive organizational goals and objectives.
- Prioritize and follow-up effectively both internally and externally.

**Education, Experience and Licenses:**

- Bachelor's Degree preferred, or educational/training certification(s) in a related field.
- Three to Five years of related work experience.
- Certification in Word, Excel and PowerPoint.
- Flexibility to work well in a dynamic, sometimes stressful and demanding team environment.
- Ability to analyze and evaluate data.
- Good negotiation, communication (oral and written), analytical and problem-solving skills.
- Detail- oriented and financially literate

**Disclaimer:**

The above statements are intended to describe the general nature and level of work to be performed by personnel assigned to this classification. This is not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform any other duties and fulfill any other responsibilities to accomplish the mission of the position and the mission of the company.

The Housing Authority of the City of Wilmington, NC is committed in policy and in practice to providing equal employment opportunities for all applicants and employees, based upon their training, experience and overall qualifications. Consistent with this commitment, discrimination against an applicant or employee based upon the individual's race, color, creed, religion, sex, gender, age, national origin, ancestry, citizenship status, marital or familial status, sexual orientation, gender identity, gender expression, disability, military status, protected veteran status, genetic information or any other condition or characteristic protected by law is strictly prohibited.