



JOB DESCRIPTION

Title: Purchasing Coordinator

Reports to: Director of Finance

Department: Finance

FLSA Status: Non-Exempt: Full Time

Required Hours: Monday to Friday 8:30 am to 5 pm

GENERAL SUMMARY:

This position will help achieve HEP's Mission by seeing that all of HEP's purchases are coordinated between programs to maximize the return on investment for purchase quality, quantity, and price. The Purchasing Coordinator is responsible for the integrity of our purchasing & inventory. They are in control of HEP wide communications, which includes working closely with all Department and Program Directors and Managers, Compliance Coordinators & Accounting.

PRINCIPLE DUTIES AND RESPONSIBILITIES ESSENTIAL FUNCTIONS:

- Oversees and coordinates all HEP purchases and services from the point of conception through planning, execution, closure of the purchase and distribution while adhering to various grant allowable purchasing requirements
- Serve as the liaison in negotiations between HEP and suppliers, establishes and maintains relationships with third parties/vendors and donors
- Responsible in assessing vendors, negotiating new deals and renegotiating expiring contracts, and placing orders for products and services
- Responsible for communication to Accounting Department all purchases and contract negotiations
- Coordinate with vendor to maintain knowledge on all product and delivery schedule
- Collaborate with internal and external customers, manage all pricing and availability of all products, develop purchase orders for purchasing system, and manage all communication with general contractors and vendors
- Monitor all inventory level and determine appropriate delivery dates of all products, forecast all order requirements, maintain records of all activities, resolve all delivery issues, and prepare all products for distribution
- Monitor all supplier performance, ensure timely delivery of all products, maintain accuracy in all vendor data in inventory control, and perform various purchasing activities and prepare all purchase orders and evaluate accuracy in same
- Manage all communication with all vendors and track all orders and resolve any issues on same
- Assist in the definition of purchase scope and objectives, involving all relevant stakeholders and ensuring technical feasibility
- Ensure resource availability and allocation
- Develop a detailed purchase plan to monitor and track progress
- Manage changes to the purchase scope, purchase schedule and purchase costs using appropriate verification techniques
- Perform risk management to minimize purchase risks
- Create and maintain comprehensive purchase documentation



- Meet budgetary objectives and make adjustments to purchase constraints based on financial analysis
- Participate in meetings and seminars to gain knowledge and implement new processes that improve the organization
- Maintain pricelists
- Maintain preferred vendor list
- Update Purchase Orders with current delivery information
- Interact and coordinate with all Department/Programs to support the proper functioning of all system purchases
 - Coordinate purchasing Housing & Case Management supplies
 - Coordinate purchasing Maintenance Supplies
 - Coordinate purchasing IT Supplies
 - Coordinate purchasing Dental & Wellness Supplies
 - Coordinate purchasing Thrift Store Supplies
 - Coordinate purchasing Food Service Supplies
 - Coordinate purchasing Workforce Development Supplies
 - Coordinate purchasing Marketing Supplies
 - Coordinate purchasing Administrative, Accounting, and Compliance Supplies
 - Coordinate and assist with purchasing and procuring capital improvement needs
 - Coordinates volunteer group purchases as needed
 - Coordinates other purchases as needed
- ◆ Perform other related duties including:
 - Responds to emergency situations to ensure safety of employees and residents
 - Maintaining and upholding the quality and standards of the organization
 - Complying with all safety norms and regulations set by the organization
- Physical requirements:
 - Stand, walk, bend, stoop, sit at a desk
 - Lift up to 40lbs
 - Ability to type and operate standard office equipment on a daily basis

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Working knowledge of purchasing procedures. Excellent communication skills, leadership skills, professional demeanor, and sound judgment while working with HEP staff and third parties are useful personality traits. Time management and adherence to budget guidelines are key to success in this job.

- Skills/Qualifications:
 - Bachelor's degree and /or sufficient related work experience
 - Strong knowledge and understanding of purchasing procedures
 - Basic knowledge of business principles and processes and office protocol
 - Microsoft Operating System and Office Applications, including strong Excel skills
 - Ability to work independently and as part of a team
 - Self-motivated and pro-active
 - Highly effective and persuasive communication skills
 - Vendor relations management
 - Filing and document management
 - Proficient and accurate ten-key and keyboard data entry
 - Process improvement and documentation
 - Attention to detail
 - Time-management, prioritization and organizational skills
 - Observant, analytical, inquisitive and attentive



WORKING CONDITIONS:

- Sitting, standing, bending, stooping, walking
- Lifting up to 50 lbs. with ease; anything over 50 lbs. requires a team lift
- Walking on uneven surfaces around HEP campus
- Ability to type and operate standard office equipment on a daily basis
- Must be able to successfully pass a background Level 1, drug and alcohol screening

The above declarations are not intended to be an “all-inclusive” list of duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are intended only to describe the general nature of the job, and be a reasonable representation of its activities

HEP is a Drug Free Workplace and Equal Opportunity Employer. HEP does not discriminate against any class of protected persons covered by applicable law in its hiring and/or advancement opportunities. HEP encourages people of all minority statuses to apply.

Signature

Date