



EMPLOYMENT OPPORTUNITY

Job Title:	Procurement Coordinator
Location Address:	8910 N. 78 th Avenue Peoria, AZ. 85345
Salary:	Starting at \$65,000.00/ DOE
Conditions of Employment:	This is a full-time, non-exempt, and unclassified position
Closing Date:	Open Until Filled

The Housing Authority of Maricopa County (HAMC) is seeking highly motivated applicants for the position of Procurement Coordinator. Applicants should be committed to teamwork, have a shared commitment to quality of everyday work, and demonstrate the willingness to assume ownership in completion of tasks.

Our Mission

The mission of the Housing Authority of Maricopa County is to improve the quality of life of families and strengthen communities by developing and sustaining affordable housing programs; and to become a leading housing authority by exemplifying best practices, offering innovative affordable housing programs, and expanding accessibility throughout Maricopa County.

Our Vision

We dedicate ourselves to creating and sustaining an environment where every Maricopa County family has an opportunity to obtain safe, affordable housing, which provides an environment to raise a well-rounded, strong and healthy family.

Representative summary of important and essential job functions

Under general supervision of the Deputy Housing Director, responsible for properly procuring necessary purchases and services for the Housing Authority of Maricopa County (HAMC) as well as coordinating the requisition of materials and supplies and obtain emergency purchase orders where appropriate. Ensures asset management inventory is monitored and tracked properly.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Plans to ensure future forecasted volumes can be produced while maintaining a minimal inventory level.
- Places orders based on budget and planning information maintained and forecasted in online inventory system.
- Reviews and updates planning parameters to ensure inventory system is up to date.
- Tracks orders to ensure on-time delivery.
- Prepares and process requisitions and purchase orders for all materials, supplies and equipment for the asset management department.
- Serve as back-up for onsite non-inventory storage areas.
- Works with maintenance to ensure spare parts inventory is maintained.
- Handles logistics for all inbound orders including verifying, coordinating, and reconciling all charges with finance.
- Maintain records of vendor pricing, goods ordered and received through RFP and/or other procurement methods.
- Inspects on-site inventory to confirm accuracy of online records
- Assist HAMC in resolving vendor or contractor grievances and claims against suppliers.
- Maintain and analyze purchasing data to determine reorder points, safety stock, expiring inventory, etc.
- Arranges for disposal of surplus/waste materials including recyclable items
- Ensure understanding of Procurement Policy and Handbook Objectives

- Ensure purchasing processes are followed consistently
- Ensure staff are trained on all processes
- Ensure data integrity through accurate data entry.
- Collaborate with various departments to plan and implement directives.
- Promote the Executive Director's priorities HAMC
- Performs other related assignments, special projects and works with other agencies as assigned.

REPORTING STRUCTURE

A. Supervision Received: Reports to Deputy Housing Director

B. Supervision Exercised: N/A

Required Knowledge and Skills:

- Excellent time management skills.
- Ability to prioritize and respond to urgent matters.
- Knowledge of basic principles of record keeping and records management.
- Knowledge of basic math calculations (Addition, Subtraction, Multiplication, and Division)
- Skills in assessing, reviewing, updating, and maintaining files, reports, and documentation.
- Skill in data entry with high levels of accuracy and productivity.
- Skill in interacting with people of different social, economic, and ethnic backgrounds.
- Skill in effectively communicating verbal and written instructions.
- Must be consistently detail oriented.
- Ability to use sound judgment.
- Ability to take initiative in assuming new assignments.
- Demonstrates good tenant relations skills.
- Proficient computer skills, including Microsoft Office products including Word, Excel, Outlook

Education, Experience, Certifications and Licenses:

High School Diploma or GED certificate required with at least two (2) years of experience in an office environment and three (3) years of college course work preferably in the field of business management, real estate, urban planning, public administration or economics. Other combinations of demonstrated government procurement experience, government procurement knowledge, training and education may be considered in substitution of the minimum qualifications. Valid State of Arizona Driver's license required. Must have reliable transportation.

Work Environment

- **Environmental Factors:** Indicate "Work is performed in an office environment" unless maintenance work is performed then list the following:
- Work is performed indoors in unsanitary conditions, and in outdoors environment with prolonged exposure to Arizona heat; the noise level in the work environment may be loud. Some tasks involve some physical effort, for example, some standing and walking, required to lift and carry up to 50 pounds, and perform heavy physical work, including climbing, bending, kneeling and lifting in performing maintenance, repair and rehabilitation work projects; or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment'
- **Equipment and Tools Utilized:** Standard equipment includes personal computer and standard office equipment.

The Housing Authority of Maricopa County participates in the Employment Eligibility Verification Program (E-Verify) and requires a background check for new employees.

Filing Process

As part of the job application process your completed [online](http://www.maricopahousing.org) application must be completed to be considered for the position at www.maricopahousing.org. If you need assistance completing your application, please contact Human Resources, careers@maricopahousing.org.

Equal Employment Opportunity

It is the policy of the Housing Authority not to discriminate in employment or the provision of services. HAMC is an Equal Opportunity Employer. HAMC Human Resources provides reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Please contact the Human Resources at 602-744-4500 if you require assistance.