



Position:	Compliance/Procurement Coordinator	Program Affiliation:	LRPH & HCV
Reports To:	CEO	Salary Range:	\$39,899 - \$58,614
Position Type:	Exempt	Deadline Date:	Open until Filled

Overview:

Procures materials or other goods and/or coordinates activities involved with purchasing products and services, such as raw materials, equipment, tools, parts, supplies, and advertising in accordance with federal, state, local laws and company policies. Position also analyzes and evaluates the effectiveness of controls, accuracy of financial records, and efficiency of operations for management.

Job Responsibilities:

The Compliance/Procurement Coordinator will be responsible for the following tasks:

- Review requisitions, consults with vendors and representatives concerning the material, equipment, supply and service needs, negotiates price, availability, delivery schedule, trade and cash discounts and evaluates all offers to determine which best suits the needs of the company.
- Review bid offers and negotiates within budgetary limitations and scope of authority.
- Review written documentation of defective/unacceptable goods or services with inventory users, vendors, etc., and takes corrective action for items acquired through use of a purchase order.
- Consolidate the needs of departments and standardize supplies, materials and equipment, where possible.
- Administer the disposition of fixed assets in accordance with company policy and procedure.
- Maintain procurement records in accordance with record retention policies.
- Prepare financial and administrative reporting on procurement activities.
- Maintain files for Procurement and Contracting functions in accordance with departmental policy requirements and audit standards.
- Expedite orders as needed.
- Determines method of procurement dependent upon dollar amount and/or type of service. Ensures that organization follows all applicable Federal, State & Local procurement requirements.
- Prepares purchase orders and bid requests.
- Analyzes invoices from vendors submitted for payment.
- Coordinate all procurement activities.
- Conduct community presentations.

Job Responsibilities (continued):

- Audit files for LRPH & HCV program compliance.
- Conduct Quality Control inspections.
- Train/certify new employees when needed.
- Conduct community presentations.
- Other duties as assigned.

Job Qualifications:

Candidate must have a Bachelor's degree and/or equivalent education and work experience, comfortable working in a fast-paced environment with deadlines, able to read, interpret and write new policies and procedures, great verbal and written communication skills, good knowledge of Word, Excel and PowerPoint, good analytical skills and great customer service/people skills.

Job Required Certifications:

1. PHA Procurement Training
2. PHA Rent Calculation Certification
3. HCV Inspections Certification

**(must be obtained within the first year of employment)*

Benefits:

Full benefits – health, dental, vision, life insurance and retirement package provided.

Relocation:

Depending on the candidate, relocation may be provided.