

Position Description

Classification

Full-time, Exempt, Salary

Remote: No

Typical hours of work: 9:00 AM – 5:00 PM; Monday - Friday

Reports to

Director of Procurement & Warehouse Operations

Job Summary/Objective:

The Procurement Manager oversees the end-to-end supply chain, sourcing, and delivery of materials, equipment, and services for construction projects. They are responsible for negotiating vendor contracts, controlling costs, managing inventory, and ensuring on-time delivery to the site while optimizing logistics and mitigating supply chain risks.

Duties/Responsibilities:

- **Procurement & Sourcing:** Develop procurement strategies, negotiate with vendors, evaluate bids, and manage contracts to ensure cost-efficiency and quality control.
- **Logistics & Supply Chain:** Coordinate material deliveries, manage site logistics.
- **Project Planning & Monitoring:** Establish procurement schedules, monitor progress, and align material arrivals with construction timelines.
- **Budgeting & Cost Control:** Manage project costs, track expenses, and oversee supplier claims to maintain budget compliance.
- **Collaboration & Compliance:** Collaborate with Habitat team to ensure all procurement activities comply with company policies and safety regulations.

Management:

- Oversee performance of project material delivery and contractor's schedules
- Works with Director of Procurement to set up quality control procedures
- Formulates and maintains site logistics plans in coordination with Site Supervisors and Managers
- Assists with departmental meetings
- Facilitate communication and coordinate activities among all three functions of the Construction Department

Interpersonal Skills:

- Ability to effectively plan, organize, and manage time to achieve targets and objectives within a set timeframe
- Ability to establish effective working relationships with other staff and develop into a customer-focused team
- Ability to effectively manage and establish rapport with external customers
- Ability to promptly resolve distribution/vendor issues and have strong negotiation skills.

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- Ability to analyze and make informed decisions on a day-to-day basis with guidance and support from supervisor
- Excellent prioritization and organizational skills
- Attention to detail and accuracy
- Contractor and vendor-oriented with a strong commitment to achieving timely results.
- Excellent customer relations skills in dealing with sub-contractors, suppliers, and prospective partners
- Ability to initiate and respond positively to change
- Demonstrated ability to be an integral part of a team-oriented approach with an ability to work harmoniously and creatively with other team members
- Willingness to advocate the mission of Habitat for Humanity

Other responsibilities:

- Knowledge of Construction processes and the capability of reading blueprints a plus
- Attends and participates in required HFHTBG meetings
- Assists in preparations for special events, storm, and disaster plans if implemented
- Other duties as delegated

Competencies:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent sales and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to function well in a high-paced and at times stressful environment.
- Knowledge of construction software a plus.
- Proficient with Microsoft Office Suite or related software.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a Construction environment. On occasion, an employee may be susceptible to outside weather, climate and conditions. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential functions. Employees may have to work nights and weekends on occasion per the position.

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Education, Experience and Attributes

- **Education:** High School Equivalent, associate's degree preferred.
- **Pre-Requisite Requirements:** Ability to pass Criminal Background Check, Drug Screening and Sexual Offender Check.
- **Language Ability:** Ability to read, analyze, and interpret general business information. Ability to effectively present information and respond to questions from customers, donors, volunteers and the public. Ability to speak English fluently and possess English written skills - Bi-lingual not required, definitely a plus.
- **Math Ability:** Ability to calculate figures and amounts such as discounts, and percentages. Ability to add, subtract, multiply, and divide.
- **Reasoning Ability:** Ability to solve practical problems. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer/Equipment Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Word, Excel, PowerPoint, Outlook, and all PROCORE training necessary to perform all logistics and procurement responsibilities successfully.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be provided to enable individuals with disabilities to perform essential job functions. While performing the duties of this job, the employee is regularly required to lift, use hands, reach with hands/arms, listen, and communicate. The employee must be capable of lifting and/or moving 50+ pounds on a regular daily basis, frequently required to stand and walk for long extended periods of time, climb or balance, and stoop, kneel, crouch, or crawl.

Other Duties

Please note this job description is designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job but is not limited to this. Duties, responsibilities, and activities may change at any time with or without notice.

At Habitat TBG, we have a clear vision to be the place where a diverse mix of talented people want to come, stay, and do their best work. Our vision is to see a world where everyone has a safe, affordable place to live, and we know our organization runs on the hard work and dedication of our passionate and creative employees. Our dedication to promoting diversity, multiculturalism, and inclusion is clearly reflected in the work that we do externally in the community, as well as internally with our employment practices.

I agree to the fullest extent of my knowledge that the above description depicts my daily functions in my position.



Procurement Manager

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Employee Name (Please print)

Employee Signature

Date: _____