

AURORA HOUSING AUTHORITY

Job Title: Purchasing/Inventory Specialist
Reports to: Director – Finance

FLSA Status: Exempt
Department: COCC

Position Summary: The Procurement Manager maintains inventory control, quote systems and other inventory database files for AHA.

Essential Functions:

- Discover the most profitable suppliers and initiate business partnerships
- Negotiate with external vendors to secure the most advantageous terms
- Collaborate with key persons to ensure the clarity of the specifications for goods and services requested
- Approve the ordering of necessary goods and services
- Receive all materials/supplies to Warehouse. Verify goods received with purchase orders as to prices quoted amount ordered and condition received
- Track all Back-Orders
- Work with Accounts Payable to resolve issues with invoices or payments
- Maintain inventory control over all equipment and related supplies through computer system
- Review and audit data entered into the system to ensure accuracy
- Review and audit inventory by scheduling physical counts annually
- Enter data into the inventory system and/or inventory database as needed
- Assign identification numbers and maintain records for fixed assets in storage
- Prepare requisitions for stock and non-stock inventory items for approval
- Schedule delivery of items to specific sites as needed
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Anticipate unfavorable events through analysis of data and prepare control strategies
- Perform risk management regarding supply contracts and agreements
- Control spending and build a culture of long-term saving on procurement cost
- Act as fleet manager for all agency vehicles. Maintain fleet registrations and warranty items for fleet.
- Perform other duties and accept additional responsibilities as assigned

Success factors/job competencies:

- Computer proficiency with Microsoft Office Suite products and a variety of other software applications
- Teamwork – demonstrated ability to build consensus among team members and get results through others
- Planning – ability to think ahead and plan over a one-to two-year time span
- Management – multitask and organize multiple priorities
- Technical skills in record retention protocols
- Commitment to company values

Physical demands and work environment: The physical demands and work environment characteristics described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Physical demands: While performing duties of job, employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; talk and hear. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Work environment: The noise level in the work environment is usually moderate.

Office use only:

Approval/revision date: _____ By: _____ Title: _____

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Qualifications Required:

- High School Diploma or Equivalent
- Three (3) years of purchasing and contracting experience preferred but not required
- Must possess a valid Illinois driver's license
- Must be able to pass a criminal background check

Performance standards:

- Annual performance appraisal
- Attainment of annual goals established between supervisor and employee

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Approval/revision date: _____ By: _____ Title: _____