

# Peoria Housing Authority

*Moving Families Forward*

## JOB POSTING

<b>DATE:</b>	<b>August 21, 2019</b>
<b>JOB TITLE:</b>	<b>Procurement Specialist</b>
<b>REPORTS TO:</b>	<b>Director of Finance</b>
<b>SALARY:</b>	<b>Negotiable</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>DEADLINE:</b>	<b>September 3, 2019 or until filled</b>

### **JOB SUMMARY:**

Responsible for determining if inventory quantities are sufficient for needs, ordering more materials when necessary. Review/prepare purchase orders in accordance with PHA Procurement Policy and applicable State and Federal laws and send copies to suppliers and to departments originating requests. Provide customer service timely and efficiently.

### **SUMMARY OF MAJOR JOB RESPONSIBILITIES:**

- Maintain records of materials received and completed purchase orders.
- Maintain records and vendor contacts of material received, with date of contact and delivery accordingly.
- Maintain records of pending purchase orders and notify Asset Managers of back orders / status of orders.
- Review and process requisitions.
- Maintain files of requisitions and handle inquiries from staff as to their status.
- Assist in annual inventory.
- Initiate emergency purchases.
- Responsible for monthly procurement activity and fiscal asset reports.
- Maintain contract files.
- Assist in preparation and distribution of all contract bid documents.
- Assist in the preparation of the bid tabulation and evaluation packets.
- Assist in bid openings.
- Work with vendors in professional manner.
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### **Submit resume by Tuesday, September 3, 2019, 5pm to:**

Name: Melissa Huffstedtler Acting Human Resources Director  
Address: PHA Administration Building, 100 S. Richard Pryor Place, Peoria, IL 61605  
Email address: melissah@sha1.org

***Resumes will be accepted until the vacancy is filled.  
Equal Opportunity Employer***