



JOB DESCRIPTION

JOB TITLE: PURCHASING ASSOCIATE
FLSA: NON-EXEMPT
DIVISION: ADMINISTRATION
REPORTS TO: DIRECTOR OF ACCOUNTING

SUMMARY:

This position is responsible for all aspects of purchasing for Westhab’s corporate office, in addition to agency-wide procurement, inventory control for equipment and furniture purchases and vehicle maintenance records. This position will monitor spending and ensure purchases are properly approved and with in budget. This position also support agency risk management functions, including master policy premium control and dashboard reporting for claims.

DUTIES AND RESPONSIBILITIES

- Primarily responsible for managing the electronic purchase order system, the submission of purchase orders to vendors, and following up on delivery receipts
- Coordinate purchasing efforts for office supplies, equipment, and furniture including the verification of approvals within Agency spending limits
- Prepare bid packages and negotiate prices, terms and conditions before placing orders. Maintain procurement records
- Develop and maintain relationships with new and existing vendors for supply orders and establish a monthly schedule for ordering supplies
- Prepare vendor analysis schedules for distribution to senior management
- Support accounts payable in the automation of invoice entry, initiate contact with vendors to achieve billing efficiencies, initiate dialogue with bank for use of ACH payments
- Work with administrative staff to maintain and organize supplies in common area(s) i.e kitchen, bathrooms, copy room, and supply closet and restock as needed
- Coordinate with Finance team the process of storing and archiving records and schedule annual records destruction with vendor
- Support the agency risk manager with accident reporting, claims, and insurance certificates and renewals and compliance.
- Maintain the master policy listing for all insurance coverages and prepare the annual renewal allocations for use by accounting

QUALIFICATIONS AND EXPERIENCE:

Bachelor’s Degree required, accounting coursework preferred, 3-5 years procurement experience or related experience. Detail oriented, with excellent verbal and written communication skills and problem-solving ability. Ability to work independently in a fast-paced environment. Proficient in Microsoft Excel, Word and other Office Products. NYS Driver’s license required.

AGENCY PROFILE & EMPLOYEE EXPECTATIONS

Westhab is the premier organization of our kind in our region, providing housing and supportive services for more than 10,000 of the most vulnerable members of our community each year. We are staffed by an extraordinary group of hard working professionals that are fully committed to our mission - *Building Communities. Changing Lives.* Working at Westhab is not easy. Our expectations for all staff are high. We believe that the people and the communities that we have the privilege to serve deserve our very best every day. We are results-driven organization that focuses on empowerment and impact. If you want to apply for this opportunity, it should only be because you feel ready for the challenges and expectations that come with joining this kind of team. (EOE)

Acknowledgement of Receipt

Print Name	Signature	Date
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