

PURCHASING SPECIALIST

CHARLESTON COUNTY HOUSING AND REDEVELOPMENT AUTHORITY

Equal Opportunity Employer

FUNCTION:

Receive requests from Authority residents regarding maintenance and repair of units and property; enter and log requests into Department files and provide follow-up services to resolve resident concerns; receive purchasing requisitions and provide purchasing services to obtain requested supplies and materials; receive, maintain, and issue supplies and materials in accordance with requisitions; maintain accurate capital equipment inventories.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:

Associate degree, or a high school diploma and three (3) years of experience in storekeeping activities; or an equivalent combination of training and experience. Must attend and successfully complete a course in purchasing and requisitioning, offered by NAHRO, PHADA or any other similar public housing-oriented industry group within the first 12 months of agency employment. Must possess a valid South Carolina driver's license.

EXAMPLES OF WORK PERFORMED:

1. Receive and prepare requisitions for the procurement of supplies and materials; obtain purchase orders and verify requisitions for accuracy; purchase supplies and materials for the Department and office supplies for the agency.
2. Receive, store and issue a variety of supplies, materials, and other items; maintain records and purchase orders relating to number and type of supplies received; inspect items and goods for conformance to purchase specifications; process invoices for payment to vendors; maintain mileage logs and preventive maintenance logs for agency vehicles.
3. Maintain inventories and related records of supplies and materials in stock; observe measures to prevent loss, deterioration and damage to goods and materials; maintain records of fixed assets and conduct annual inventories of supplies and capital equipment for the Authority; maintain accurate records and counts of inventory items and materials, and provide estimates to replenish stock as needed.

Competitive pay; state health, dental, vision and retirement benefits. Generous holiday, sick and vacation time. Must have **valid driver's license**. Go to www.cchra.net to download job application and scan/email to hruser@cchra.net, fax (843) 266-8806 or mail/drop off completed application.

CCHRA is an Equal Opportunity Employer.