



## **Procurement Coordinator (6 Month Temporary Position)**

**Location:** 8210 Yellowhead Trail NW, Edmonton, AB T5B 1G5

**Full-time:** Monday – Friday

**Closing date: September 28, 2020**

Habitat for Humanity Edmonton is a charity whose vision is to see a world where everyone has a safe and decent place to live. Habitat brings communities together to help families build strength, stability and independence through affordable home ownership. Habitat Edmonton serves families in the greater Edmonton area and in communities across northern Alberta. Visit [HFH.org](http://HFH.org) to learn more.

### **Position**

Habitat for Humanity Edmonton (HFHE) is seeking a full-time Procurement Coordinator for a six month temporary position. This position is responsible for actively seeking and procuring products from the corporate and small business sectors as well as private donors, to support ReStores operated by HFHE.

### **Responsibilities**

- Ensure that the complete process from procurement to closing administrative tasks is conducted with a high level of efficiency.
- Regularly generate leads for potential donors and other community partnerships.
- Review leads with the Director of Retail Strategy and Environmental Sustainability, and the Director of Fund Development, prior to approaching businesses.
- Participate in prospect clearance and donor stewardship process with the Fund Development team.
- Ensure that the donation acquisition targets, as defined by the Director of Retail Strategy and Environmental Sustainability, are achieved.
- Maintain accurate records which identify prospective contacts and track procurement results.
- Communicate with the Donations & Distribution Manager about inventory to understand what products are in good or short supply.
- Grow the private donor base through the leadership and management of special projects such as the Kitchen Salvage Event and the Realtor Community Communications Project.

### **Competencies**

- Technical
  - Have a good working knowledge of Word, Excel and Outlook.
  - Sales and/or Donor Pipeline Development and Management Experience Preferred.
  - Relational Database Management Experience Preferred (Example New Org).
  - Possess a valid Alberta Class 5 Operator's (driver's) License.
  - Possess a reliable personal vehicle.
- Personal
  - Possess strong interpersonal relationship skills.

- Be an ardent relationship builder, seeking to build strong, sustainable relationships, willing and able to go out and make new connections as well as leverage an existing network.
- Work collaboratively internally to ensure the best results for the donor and meeting organizational targets.
- Possess strong time-management skills with the ability to:
  - work well within tight time constraints.
  - self-monitor time usage in a role with a high level of autonomy.
- Possess strong organizational skills.
- Work well as a member of a team.
- Possess strong verbal communication skills.
  - Possess strong written communication skills.
  - Possess polite, business telephone etiquette.
- Flexibility to adjust to changing needs.

To apply for this position, please submit a cover letter and resume to Amber Lachambre at [alachambre@hfh.org](mailto:alachambre@hfh.org).

We thank all applicants for their interest. Please note that only candidates who have been selected for an interview will be contacted.