

Construction Purchasing Assistant

Habitat for Humanity of Lee and Hendry Counties seeks a highly organized, skilled purchasing assistant to support its Construction team.

PRIMARY RESPONSIBILITIES

Position is responsible for all day-to-day purchasing administrative aspects of maintaining the purchasing systems. The person holding this position is expected to display professional habits, use their time wisely, and be courteous and polite with all whom they work. The Assistant is expected to learn and grow in the position. Flexibility and a positive attitude are required.

The Purchasing Assistant reports directly to the Construction Services Manager and is an integral part of the construction team. This position works closely, on a daily basis, Warehouse/Materials Manager. The Purchasing Assistant is expected to work Tuesday – Friday, 7:00 am – 5:00 p.m.

Job Requirements

REQUIRED EDUCATION / EXPERIENCE

- Related Experience: Minimum of 1-3 years in Purchasing and Administrative experience in the homebuilding industry. Would like a Minimum of a Bachelor's Degree or equivalent.

Skills and Requirements - Book keeping skills including a full knowledge of QuickBooks On-line. Experience absolutely required (not desktop version)

- Full command of all Microsoft Office Suite programs including Excel spreadsheet
- Proficient in Microsoft Word, Outlook and PowerPoint
- Posting of invoices from vendors
- Creation and processing of work orders and invoices
- General Administrative duties
- Filing, Answering phone and directing incoming calls and emails
- Vendor interaction.
- Critical thinking skills and a team approach to tasks.
- Bi-Lingual (Spanish) would be a plus

Communication skills and interpersonal skills are an absolute must, along with an ability to be flexible and accommodate to changes in tasks as needed.

To be considered for this position, please email a cover letter including salary requirements and a resume to johnd@habitat4humanity.org Please do not call our office.

Habitat for Humanity is an Equal Opportunity Employer and Drug Free Workplace.