

OPEN RECRUITMENT

Job Announcement

July 25, 2019



Position Title: Administrative Assistant
Supervisor: Director of Procurement
Salary: Negotiable
Closing Date: Until Filled

To apply for this position, check [here](#):

SUMMARY:

Under the supervision of the Director of Procurement, assists in the purchase, distribution of materials, equipment and contract services required by FWHS. Candidates for this position will handle “highly confidential” information and must possess a work ethic founded in honesty, dignity, integrity, self-respect and trust.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The below statements are intended to describe the general nature and scope of work being performed by this position. This is not a complete listing of all responsibilities, duties and/or skills required. Other duties may be assigned.

- Answer telephone and direct calls accordingly.
- Create purchase orders, prepare correspondence.
- Perform general clerical duties for the Director and the procurement team.
- Facilitate meetings via outlook calendar, when applicable.
- Analyze reports to maintain better inventory control, when applicable.
- Receives and verifies all requisitions for completeness, accuracy and reasonableness.
- Combine and organize requisitions from different departments to take advantage of volume discounts, when applicable.
- Solicit quotes from vendors, as deemed necessary, following policy and procedures.
- Maintain and manage potential vendors/bidders list.
- Verify that all documentation is in correct order to prepare, print and issue purchase orders.
- Make routine purchases of inventory items such as paper, when applicable.
- Prepare end of month procurement status report on all projects.
- Communicate with vendors to check status of orders and resolve problems, as needed, keeping all departments informed.
- Order and coordinate repairs to office equipment as directed, needed and/or required.
- Prepare public bids, annual quotes for supplies, equipment, construction, professional services and other items as needed.
- Maintain and update all procurement files for all audit purposes.
- Check invoices and reconcile differences, when applicable.
- Release purchase orders to accounts payable.
- Conduct routine physical inventory of files, office supplies, paper when applicable.
- Perform other related duties as assigned and/or required.

BEHAVIORAL COMPETENCIES:

This position requires the incumbent to exhibit the following behavioral competencies:

Problem Solving: Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with sensitive topics and/or irate customers.

Customer Service: Understands that all agency employees have external and/or internal customers that they provide services and information to; honors all of the agency commitments to customers/residents by providing helpful, courteous, accessible, responsive and knowledgeable customer service at all times.

Interpersonal Skills: Focus on solving conflict, not blaming; maintains confidentiality; listen to others without interrupting; establishes rapport when working with others.

Teamwork: Cooperates with others to accomplish common goals; works with employees within and across his/her department to achieve shared goals; treat others with dignity and respect and maintain friendly demeanor; value the contribution of others.





Results Orientation: Consistently deliver required agency results; set and achieve obtainable goals, consistently comply with quality standards and meet noted deadlines; maintain focus on Departmental/Agency goals.

Accountability: Accepts full responsibility for self and contribution as a team member; display honesty and truthfulness; confront problems quickly; display a strong commitment to organizational success and inspire others to commit to goals; demonstrate a commitment to delivering on his/her public duty and presenting oneself as a credible representative of the Agency to maintain the public's trust.

Professionalism: Approach others in a tactful manner; react well under pressure; treat others with respect and consideration regardless of their status or position; accept responsibility for one's own actions.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Competencies:

- Above average computer skills: competency in Microsoft Office Suite (with emphasis on Word and Excel), and Outlook
- Knowledge of and experience using information technology tools (computer(s), office printer(s), and phone system)
- Knowledge of general office procedures and best practices, business English and math.
- Knowledge of HUD regulations and Agency policies or ability to learn and comprehend as trained.
- Ability to communicate clearly and concisely, orally and in writing with diverse groups of people.
- Ability to establish and maintain effective and courteous relationships with other employees and other business contacts.
- Ability to coordinate several concurrent activities simultaneously and prioritize accordingly.
- Ability to type a minimum of 60 words per minute.

EDUCATION AND/OR EXPERIENCE:

High school graduate or GED. Three (3) years of experience in office environment; procurement environment or an equivalent combination of education and experience.

Employee must possess a valid Texas driver's license or acquire one within the first 30 days of employment and be eligible for coverage under FWHS's fleet auto insurance.

TECHNICAL SKILLS:

To perform this job successfully, an individual should have above average abilities using computer software such as MS Word, Excel and Outlook, and capable of using internet resources for research and developing reports. Ability to learn other computer software programs as required by assigned tasks. Microsoft Office skills test to be administered.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk. While the work is primarily sedentary, excessive walking, standing, bending, and carrying of items such as books, binders, files, boxes of paper, supplies, and documents is required. The employee must regularly lift and/or move up to 25 pounds. The noise level in the work environment is usually quiet.

