



*Celebrating More Than 20 Years of Building Hope, Lives & Communities*

**JOB TITLE: Purchasing and Compliance Specialist      REPORTS TO: Controller**

Habitat for Humanity of Greater Los Angeles (HFH GLA) is seeking a qualified candidate to support the affiliate in efficient and cost effective procurement of services and equipment.

Habitat for Humanity of Greater Los Angeles has been an active affiliate of Habitat for Humanity International for more than 20 years. By providing affordable housing, home repairs, skilled construction training, financial education, and volunteer opportunities the organization has transformed millions of lives, helped stabilize communities and fostered economic vitality in the region. On average, the affiliate builds and renovates 100 homes in the Los Angeles region, ranking it among the largest affiliates nationwide.

**SUMMARY OF ESSENTIAL FUNCTIONS**

- Perform day to day purchasing functions to ensure efficient and cost effective procurement
- Perform day to day compliance functions including but not limited to: vendor qualification, vendor management, lien release management
- insurance - provide insurance related documentation to other departments as needed, working with the Controller to ensure adequate and cost effective liability insurance coverage
- Work with Accountants to support monthly and annual reporting
- Assist Senior Accountant with Cash Forecast requirements
- Other tasks and projects as required

**SUMMARY OF JOB QUALIFICATIONS**

- 2-5 years of purchasing experience. Construction and/or Non-Profit experience strongly preferred
- Bachelors Degree or equivalent relevant experience

This is full-time position. Work schedule is Monday through Friday, 9:00am-6:00pm with some evening and weekends. Position requires local travel in the normal course of performing job duties with mileage reimbursement. Must have access to reliable transportation to perform job duties, valid driver's license and meet the state required amount of personal automobile liability insurance.

**BENEFITS AND COMPENSATION:** We offer a full benefits package: medical, dental , and vision coverage; short and long term disability insurance; life and AD&D insurance; vacation and sick leave; holidays; flexible spending accounts; and 401(K) retirement plan and employee discount in our ReStores. ***Compensation: DOE***

**TO APPLY (NO CALLS OR WALK-INS PLEASE):**

If you'd like to join our team, please send a **cover letter, resume and salary requirements to:**

**EMAIL:** [HR@habitatla.org](mailto:HR@habitatla.org) (Preferred)

**MAIL:** 8739 Artesia Blvd., Bellflower, CA 90706 – Attn: HR



Visit us at: [www.habitatla.org](http://www.habitatla.org)

Employment is contingent upon completion of a satisfactory background check.

*\*Habitat for Humanity of Greater Los Angeles is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status.*