



JOB DESCRIPTION

POSITION TITLE:	Procurement & Facilities Coordinator
LOCATION:	HOPE Clinic Main
REPORTS TO:	Chief Financial Officer
EDUCATION:	Bachelor’s Degree preferably in Supply Chain and Business Administration
WORK EXPERIENCE:	2 years relevant work experience. Healthcare and Non-Profit administration experience preferred.
SALARY RANGE:	\$15 - \$20/ hour
FLSA STATUS:	Non-Exempt
POSITION TYPE:	Full-Time
LANGUAGE:	Bilingual in English and Spanish preferred

HOPE Clinic is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion or national origin.

JOB SUMMARY:

The Procurement and Facilities Coordinator will be responsible for purchasing supplies including but not limited to medical, dental, optical, pharmaceutical, office and facility supplies, inventory management, facilities maintenance. He/she will be responsible for quote acquisitions, vendor and contract management based on procurement policies and procedures in accordance to HRSA, grantors and federal, state, local, and tribal regulations. In addition, the responsibility also includes build-out projects management as assigned.

DUTIES AND RESPONSIBILITIES:

Procurement Related:

- Maintain ethical standard of conduct in all procurement relationships with HOPE Clinic employees, vendors, and clinic partners;
- Interface with department managers to plan and prioritize purchasing activities;
- Review requisitions and manage approval process;
- Transmit and prioritize approved purchase orders and supporting documents to vendor;
- Track order acknowledgement, prepare and communicate shortage and backlog reports, and provide visibility of potential interruptions to requestors;

- Schedule deliveries/ expedite deliveries and resolve shortages, missed or late deliveries, and other problems;
- Receive and distribute all delivered supplies to respective departments/ locations;
- Review, update, and maintain purchase orders until they are closed;
- Maintain proper records of packing slips and link them with respective purchase orders prior to forwarding them to finance department;
- Assist finance department in resolving procurement and facilities related reception and invoice discrepancies for all locations;
- Ensure orders adhere to vendor agreements and contracts; report non-conformances to Chief Financial Officer;
- Regularly run price comparisons to ensure cost-savings in products and services obtained;
- Control spending and build a culture of long-term saving on procurement costs;
- Perform and maintain records of inventory count and pricing semiannually of all locations including but not limited to medical, dental, optical, pharmaceutical, fixed assets, etc;
- Maintain and coordinate equipment inventory, repair as needed, annual inspections and calibrations, and an activity log for each equipment;
- Prepare and submit Request for Proposal (RFP) for bids on high value orders/ projects as stated on procurement policies and procedures;
- Maintain a plan for vaccine security and management and financial record of donated vaccines; assist clinical team with emergency vaccine transfer when needed;
- Work with Human Resources to manage employee uniform procurement and distribution;
- Prepare necessary reports and documents as needed for financial audits and cost analysis;
- Prepare weekly and quarterly status report, tracking all ongoing and completed Facilities and Procurement projects;

Vendor and Contract Management Related:

- Act as the single point of contact between the clinic and the external vendors;
- Maintain standardized process of screening and registering new businesses as clinic vendor(s) and into the financial software;
- Verify all new and existing vendors for suspension and debarment on the System for Award Management on a quarterly basis and maintain appropriate records accordingly;
- Audit vendor agreements and contracts before finalizing it with authorized signatures and annually thereafter for adherence; report non-conformances to Chief Financial Officer;
- Maintain fully executed contract files and renew/terminate contract on/prior to contract expiration date(s);
- Ensure ethical standard of conduct in all procurement relationships with HOPE Clinic employees, vendors, and clinic partners;
- Uphold HOPE Clinic Conflict of Interest policy;

Facilities Related:

- Manage office space and maintenance schedule to ensure an comfortable and safe work atmosphere for all HOPE Clinic teams;

- Supervise custodial, maintenance, and contracted security personnel and company; ensure that the facilities are clean, well-maintained, and secure;
- Coordinate maintenance work (furniture repairs, painting, pest control, fire extinguisher inspections, etc.) and schedule maintenance and miscellaneous cleaning on an as-needed basis (floor waxing, carpet cleaning, window cleaning, etc.) for all locations;
- Manage clinic security and quarterly keypad code updates;
- Work with HR to determine employee eligibility, distribute, and keep track of assigned alarm code(s), key(s), and access card(s);
- Perform daily inspections of the common areas of the offices; including pantries, break rooms, restrooms, copy areas etc.;
- Report and take steps to repair/ correct any deficiencies noted during facility inspections;
- Maintain effective communications with all landlords in regards to facility needs; maintain most updated records of all lease agreements
- Attend to urgent facility needs working with clinical and operational teams;
- Facilitate set up for events as needed and coordinate internal office moves/changes;
- Work with vendors, and if needed landlord, for office renovations and construction projects;
- Work with HR and Continuous Quality Improvement (CQI) to uphold OSHA compliant standards, trainings, and record-keeping on workplace safety and non-discrimination;
- Prepare weekly and quarterly status report, tracking all ongoing and completed Facilities and Procurement projects;

Other Duties:

- Maintain and update the procurement and facilities policies and procedures with new/revised information based on HRSA and other federal, state, local, and tribal regulations;
- Perform other related functions as assigned by the supervisor to support HOPE Clinic's Mission, Vision, and Values.

QUALIFICATION REQUIREMENTS:

- Bachelor's Degree, preferably Supply Chain, Business Administration, Finance;
- Minimum 2 years work experience in medical field and non-profit administration is preferred. Project management and database skills (for example: use of Access or SQL) are very desirable;
- Excellent written and verbal communication skills in English;
- Proficiency with computer skills, including Microsoft Office, Outlook, internet searches;
- Is knowledgeable of and maintains HIPAA standards of privacy and confidentiality;
- Strong organizational, analytical, and problem-solving skills;
- Must be able to be self-directed, prioritize and handle multiple tasks;
- Attention to detail and a good math aptitude are required;
- Must be able to handle multiple tasks, complexity, and diversity of customers;
- Ability to obtain and handle confidential information with utmost professionalism and discretion;
- Familiarity with general office equipment;
- Fluent in Spanish is preferred.

EDUCATION and EXPERIENCE:

Bachelor's Degree preferably in Supply Chain, Business Administration. Experience in the procurement function in medical field and non-profit administration is ideal.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general health and social services guidelines, technical procedures or governmental regulations. Ability to write meeting minutes, reports, health correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups or patients, center staff, and the general public.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form.

LEADERSHIP RESPONSIBILITIES:

This position has supervisory and direct people management responsibilities.

WORK COMPLEXITY and INDEPENDENT :

Many work tasks are often straightforward, routine, structured and guided by established policies and procedures. However, independent judgment is sometimes required in determining priorities, when situations require escalation, and if established methods and protocols do not exist. The job receives frequent, ongoing supervision.

PROBLEM SOLVING:

Decisions are made on routine matters affecting individuals usually within the confines of the job's own department. There are opportunities to provide ideas or suggest changes in administrative methods, procedures or services.

COMMUNICATION/INTERACTIONS:

Information sharing - give and receive information such as options, technical direction, instructions and reporting results. Interactions are with customers, vendors, own supervisor(s) and coworkers in own and other departments.

PATIENT RELATIONSHIP:

Follows through with customer inquiries, requests and complaints. Forwards difficult and non-routine inquiries or requests to appropriate level for resolution.

AMERICANS WITH DISABILITIES SPECIFICATIONS:

The physical demands described here are representative of those that must be met by

an employee to successfully perform the essential functions 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 stand, sit, talk, hear, stoop, kneel, and use hands and fingers to operate a computer and telephone keyboard reach.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Ability to uphold the stress of assisting patients of diverse backgrounds.
- Regular, predictable attendance is required.
- Must have the ability to lift 20 lbs.

WORKING/ENVIRONMENTAL CONDITIONS:

Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements.

HOPE Clinic is a smoke-free and drug-free workplace in compliance with federal guidelines.