



Procurement Manager-Boston, MA

Overview:

The Community Builders, Inc. (TCB) is a nationally recognized nonprofit developer, owner and manager of affordable and mixed-income residential and commercial properties. Founded in 1964, TCB has developed over 25,000 residential units as well as office and retail properties, and owns or manages over 11,000 rental units nationally. TCB strategic plan calls for continued growth in existing markets of Massachusetts, Connecticut, Rhode Island, New York, New Jersey Pennsylvania, Maryland, Virginia, North Carolina, Illinois, Indiana, Michigan, Ohio, Kentucky and the District of Columbia and expansion of our real estate development capacity, community life engagement and resident resource building, financial strength, and property management, all guided by our mission “to build and sustain strong communities where people of all incomes can fulfill their full potential”.

Position Description:

The Procurement Manager is responsible for developing, implementing and administering new contracts, supply sources and vendors to promote efficiency and cost savings. Optimizing opportunity contracting, local small business and MWBE. Continually analyzing existing contracts, suppliers and vendors for strategic purchasing programs, consistent standards, renewal or change. Confirm and track vendor insurance documentation. In addition to analyzing market supply and contract conditions, assisting in the planning for new procurement goals, establishing control mechanisms and providing subject matter expertise to the property management team.

Essential Functions:

- Serving the sourcing, purchasing and contract management needs.
- Analyzing current spend and budget information to develop sourcing targets and metrics.
- Generating and implementing sourcing strategies in consultation with key corporate stakeholders for specific goods or services
- Coordinating and administrating the RFP and contract implementation process.
- Consolidating and preparing bid analysis and presenting analysis to make recommendations for approval by management.
- Establishment of a standard parts and supply list, ordering procedure and inventory quantity to control product orders.
- Guiding and coaching property teams teams on best practices on procurement, inventory management, supply forecasting, and warranty management.
- Negotiates contracts with suppliers and vendors within authority and Company guidelines/procedures.
- Process new vendor set up including verification of insurance and other necessary conditions.
- Manage and update vendor list. Associate vendors with accounting codes.
- Ensures that the responsibilities, purchasing warrants, authorities and accountability for the procurement process are defined and understood.
- Develop, implement and evaluate purchasing cost savings at property locations.
- Lead teams to mutually agree upon cost savings programs.
- Generate and drive cost savings on key commodities based via negotiations, value improvement, total cost

reductions, and inventory management.

- Communicate the introduction of new products and vendors to the property teams, with specific pricing and product information.
- Systematically gain feedback from end users on products and systems.
- Other duties as requested.

Knowledge, Skills and Abilities:

- In-depth knowledge of Microsoft Excel, Word and PowerPoint as demonstrated by previous work experience.
- Working understanding of accounting ledger systems and coding.
- Experience with Yardi or other property management software a preferred.

Physical Demands & Work Environment

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 routinely is required to sit; walk; talk and hear; use hands to keyboard, finger, handle and feel; stoop, kneel, crouch, twist, crawl, reach, and stretch.
- The employee is required to move around the building or site.
- Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- The employee may occasionally lift and/or move up to 20 pounds.
- Travel required
- Must work under deadlines and ability to meet deadlines.

Education & Experience:

- Bachelor's degree in a Business or Real Estate related field highly desired.
- 4-5 years related experience in procurement/supply chain management, preferably within the real estate, construction, housing, or hospitality industry.

The Community Builders, Inc. is committed to ensuring diversity in its workplace, and candidates from diverse backgrounds are strongly encouraged to apply.

Apply Here: <https://home.eease.adp.com/recruit/?id=11650371>