

Position Title: Procurement Coordinator and Small Procurement Specialist
Department: Legal

Join our Team! At IHDA we strive to create and maintain a work environment that promotes diversity, recognition and inclusion. IHDA is committed to hiring and investing in individuals of diverse talents and backgrounds to ensure a range of perspectives and experiences inform and guide our work of financing affordable housing in the state of Illinois.

Who we are: The Illinois Housing Development Authority (IHDA) is one of the Nation's preeminent Housing Finance Agencies and one of the State's ten largest financial institutions. Our mission is to finance the creation and preservation of affordable housing across the state. IHDA oversees more than 20 federal and state programs on behalf of the state of Illinois and serves as one of the state's primary resources for housing policy and program administration. For over 50 years, IHDA has led the state in financing and supporting affordable housing.

Summary: The Procurement Coordinator and Small Procurement Specialist will provide administrative support to the Assistant Director, Procurement and Supplier Management ("APO"), any Assistant Agency Procurement Officer ("AAPO") and process various small procurements.

Essential Functions:

- Maintains various procurement tracking reports.
- Assists the APO with Small Business Set-Aside ("SBSA") reporting.
- Assists the APO with external and internal audit requests.
- Provides administrative support to the APO and AAPO's, as needed.
- Process small procurements and some statewide master contract procurements for all departments from procurement request intake through contract execution.
- Responsible for new supplier set-up and supplier change management requests in Oracle.
- Responsible for processing office supply orders for all departments.
- Handles inquiries of highly sensitive and confidential nature. Directs matters to appropriate individuals for action and follow-up as needed.
- Assists the APO in drafting internal policies and procedures for the procurement division of the legal department.
- Perform other duties as assigned.

Education and Experience Requirements:

- High School Diploma or G.E.D. equivalent
- Associate's or Bachelor's degree preferred.
- Three to five years of relevant experience required.
- Two (2) years of full-time work experience in procurement/purchasing within the past five (5) years is preferred.
- Experience in government sector work is preferred.
- Exhibits a very strong and finely tuned attention to detail, especially in reviewing and producing communications to internal and external audiences.
- Excellent written and verbal communication and interpersonal skills.
- Ability to effectively communicate and work with all levels of constituents, while operating in a fast-paced environment.
- Ability to work both independently and as a team member.
- Ability to set priorities, handle multiple assignments and deadlines, and display excellent judgment while operating in a flexible and professional manner.
- Proficiency in spelling, grammar, punctuation, proofreading, and business mathematics.

- A great can-do attitude.
- Discretion when dealing with highly sensitive information.
- Ability to produce neat, legible handwriting.
- Proficient computer skills in MS Outlook, MS Word, MS Excel and MS PowerPoint.

Physical Requirements: Alternating between sitting, standing, and walking. Ascending and descending stairs. Crouching and stooping. Pushing and pulling. Reaching overhead or below. Repetitive task movements (filing, keyboarding, copying). Lifting, carrying, and moving objects of up to 10 -15 pounds.

What we Offer:

- Paid time off, plus paid holidays
- Currently in a hybrid work arrangement, but candidates must reside in Illinois at time of hire
- Medical/dental/vision/life insurance plans
- Short/long term disability
- Tuition reimbursement
- Flex spending
- 401K plan – immediate vesting
- IHDA employees may be eligible for federal loan forgiveness programs
- Salary range: \$60,088.93 - \$75,111.16

Must be a resident of Illinois or willing to relocate. Flexible scheduling is available, upon completion of a six-month probationary period.

To apply, submit resume to:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=ee890b7a-c9a4-4880-b61b-79abf60f096e&cclid=19000101_000001&jobId=518705&source=CC2&lang=en_US

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