



The Virgin Islands Housing Finance Authority is seeking qualified applicants for the following CDBG-DR Grant Funded positions for the St. Thomas/St. John District:

### **EXPEDITOR/BUYER**

The Expeditor/ Buyer is responsible for the administration of the Authority's procurement process in accordance with established policies and procedures and provides research and administrative support to the Procurement Department. This is a Territorial position.

#### **ESSENTIAL FUNCTIONS:**

- ⇒ Ensures procurement of products and services and the preparation of purchase orders are in accordance with the Authority's procurement policies and procedures.
- ⇒ Performs a variety of tasks involving the coordination of procurement activities to include procurement planning, reviewing of requisitions, e-bid solicitations, vendor selection process and purchase order processing.
- ⇒ Works closely with departments to ensure efficient administration of the procurement policies and procedures and advises Divisions on purchase methods.
- ⇒ Analyze price proposals, financial reports, and other information to determine reasonable prices and maintain and review records of items bought, costs, deliveries, product performance and inventories.
- ⇒ Research various vendor options and select the best option based on the Authority's needs.
- ⇒ Keep inventory of supplies on hand and prepare ordering schedule.
- ⇒ Track orders from placement through delivery.
- ⇒ Coordinate with departments to inspect goods upon delivery to ensure that the standards of quality are met and the appropriate quantity has been received.
- ⇒ Prepare monthly reports on purchasing activities and provide improvement recommendations to division.
- ⇒ Provides responsive, high quality service to employees, vendors, contractors and the public by providing accurate, complete and up-to-date information in a courteous, efficient and timely manner.

#### **EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:**

- ⇒ **Education:** Associate Degree from an accredited college or university in Business Administration, Public Administration or related field preferred
- ⇒ **Experience:** 1-3 years of procurement experience. Equivalent combination of education and experience
- ⇒ **Knowledge, Skills & Abilities:** General knowledge and understanding of the principles and practices of the Virgin Islands law; Ability to establish and maintain effective working relationships with all persons contacted in the course of performing duties; Ability to read, analyze and interpret the most complex documents; Ability to respond effectively to sensitive inquiries or complaints; Ability to work with highly sensitive and confidential information; Excellent communication skills - oral, written and listening; Ability to define problems, collect data, establish facts and draw valid conclusions; Ability to take initiative, work independently, and utilize creative skills to resolve issues; Computer literate to include Microsoft Word, Excel, Outlook and PowerPoint; Ability to be flexible and work under pressure; Excellent phone etiquette and customer service skills; Possess the ability to pay attention to detail; Valid Driver's License.

**SALARY:** \$41,600 - \$56,160 per annum depending upon qualifications. CDBG-DR grant funded position.

#### **APPLICATION INSTRUCTIONS AND PROCEDURES:**

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation. **During the Safer at Home period, application packages will only be accepted electronically at [hr@vihfa.gov](mailto:hr@vihfa.gov).** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at [www.vihfa.gov](http://www.vihfa.gov).

**Deadline for submittal of application package is Friday, January 8, 2021;** however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

*The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer*