



## **HFHSSMA JOB DESCRIPTION**

<b>POSITION:</b>	Product Procurement Coordinator
<b>TERMS OF EMPLOYMENT:</b>	1 year Contract Position (possible 2 year extension)
<b>REPORTING TO:</b>	ReStore Manager / Resources Development Manager
<b>HOURS:</b>	35 hours per week
<b>ANTICIPATED START DATE:</b>	Monday, February 19, 2018

### **Position Purpose:**

The Product Procurement Coordinator will implement and evaluate a procurement strategy and marketing campaign for the ReStore. This campaign will focus on partnering with businesses and organizations with the objective of diverting waste from community landfill sites. This will be accomplished through a comprehensive media campaign informing the public of the values offered by donating and shopping at the ReStore and by engaging new and existing donors.

### **Duties and Responsibilities**

- Promote Habitat for Humanity ReStore and its mission.
- In conjunction with Resources Development Manager and the ReStore Manager create a procurement/donor recruitment campaign.
- Research new donor prospects for the Sault Ste. Marie & Area.
- Outreach with community for procurement of items.
- Work with the ReStore Manager & Resources Development Manager to develop a procurement database.
- Attend regular ReStore Committee Meetings.
- Meet with potential donors in conjunction with the Resource Development Manager/Executive Director.
- Provide support to day to day ReStore operations as required.

### **Requirements:**

- College diploma or University degree or 3 year's equivalent sales experience
- Must have the ability to travel throughout the district of Algoma to promote our mission.
- Must have an understanding of Habitat for Humanity philosophy and the operations of the ReStore.
- Must have efficient computer skills.
- Must be people-oriented, flexible, and enthusiastic.
- Must have a professional demeanor and remain friendly and polite when faced with difficult situation.
- Must possess the ability to plan, organize and handle multiple functions simultaneously and communicate clearly and courteously, both verbally and in writing.
- Strong organizational and interpersonal skills are required.
- Ability to work on their own with little supervision.



**Habitat**  
for Humanity®  
Sault Ste. Marie & Area

32 White Oak Dr. E  
Sault Ste. Marie ON, P6B 4J8  
Tel: (705) 941-9646  
Fax: (705) 941-9100  
[www.habitatsault.ca](http://www.habitatsault.ca)

- Criminal Records Check required.
- Valid G License with clear driving record.

### **Working Conditions and hours:**

Normal retail store working environment and normal business hours will apply generally 9:00 AM thru 5:00 PM. On occasion, off normal hours, evenings and weekends will be needed.

### **How to Apply:**

Interested applicants are welcome to submit their cover letter and resume to Habitat for Humanity Sault Ste. Marie & area.

### **In Person to Monday- Friday 9am-5pm**

Sandi Wheeler  
32 White Oak Drive East  
Sault Ste. Marie, Ontario  
P6B 4J8

**By E-mail:** [apply@habitatsault.ca](mailto:apply@habitatsault.ca)

**Web Site:** [www.habitatsault.ca](http://www.habitatsault.ca)

### **APPLICATION DEADLINE:**

Sunday, February 11, 2018

Only those selected for an interview will be contacted.