## 

## **Job Description**

**Position Title:** Residential ConstructionLogistics Coordinator

**Reports to:** Construction Manager

**Status:** Full-time/Non-Exempt

**Hours:** Monday-Friday, occasional weekends

**Position Overview:** This position is responsible for essential support necessary for the success and efficiency of the construction program and its supervisors and managers. The key areas this position will be responsible for are: procurement and delivery of materials/equipment; warehouse inventory and management; and field support for site supervisors and construction manager when needed.

**Essential Duties and Responsibilities:**

**Procurement**

* Execute purchase orders as needed for construction projects
* Order, receive, and deliver materials to construction projects per the project schedule and communicated needs of site supervisors and construction manager

**Warehouse/Logistics**

* Work with construction manager to finalize warehouse management plan
* Implement warehouse management plan, including
  + Create storage area and inventory control system for plumbing, fasteners, paint, tools, and other items as necessary
  + Monitor supplies inventory for all stored materials, equipment and tools
    - Reorder supplies as needed
    - Evaluate and repair/replace tools as needed
  + Maintain facilities under direction of Operations Director and Construction Manager
    - Assisting with staff work orders
* Coordinate delivery of staged supplies, materials and tools as needed by site supervisors and Construction Manager
* Oversee security/mowing/plowing of inventory properties

**Staff Support**

* Supervise construction sites as needed based on supervisor PTO and additional site needs
* Provide support for construction manager in all phases of project management as needed, including but not limited to:
  + Soliciting product and labor donations, discounts and general pricing
  + Preparing and processing paperwork such as invoices, purchase orders, and other project documents
* Manage all homeowner warranties

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**Please email all cover letters and resumes to Rick Folger, Program Director, at** [**rfolger@habitatbuffalo.org**](mailto:rfolger@habitatbuffalo.org)**.**