



JOB VACANCY ANNOUNCEMENT	
TO:	All eligible and interest parties
DATE:	October 30, 2025
JOB TITLE/STATUS/LOCATION	Procurement Clerk
SCHEDULE:	Monday – Friday, 8:00 am – 4:30 pm
PAY RATE:	\$23.11 per hour
DEADLINE TO APPLY:	Until filled

POSITION DESCRIPTION

Under supervised direction, performs professional work in the technical and administrative functions of the purchasing activities of the Authority, including purchasing and contract administration. This position is responsible for procuring supplies and professional services conducted following applicable federal, state, and local laws, ordinances, rules, and regulations. This position is responsible for performing tasks related to preparing and processing purchase orders and related documents. Responsibilities may include reviewing documents, corresponding with vendors, and preparing documents.

POSITION SUMMARY:

- Basic knowledge of Microsoft Office products, including Outlook, Word, and Excel
- Ability to learn and become proficient in using HHA enterprise software (e.g., Yardi, Wintergrate Elite)
- Proficient in operating HHA copiers to copy, scan, label, and print
- Strong attention to detail and ability to meet deadlines
- Professional written and verbal communication skills
- Ability to compose informative and concise email correspondence
- Professional and timely telephone communication with internal staff and external partners
- Provide information to onboard or maintain existing vendors (e.g., gathering and entering W-9s, Vendor Information Forms, and ACH information)
- Communicate with vendors regarding service or supply requests, discrepancies, or other issues
- Process payments accurately and efficiently
- Ability to learn and apply the HHA General Ledger system
- Identify and code regular purchases appropriately
- Assist in planning and coordinating agency events
- Support other departments as needed
- Perform other duties as assigned
- Ability to read and write in English

WORKING CONDITIONS

Primarily office-based

Capable of lifting at least 20 pounds.

PA Driver's License

To apply, you must submit your resume or letter of interest via email to vinam@harrisburghousing.org