

JOB VACANCY ANNOUNCEMENT	
DATE:	September 2, 2026
POSITION:	Procurement Coordinator
SCHEDULE:	Monday – Friday, 8:00 am – 4:30 pm / 37.5 hours per week
PAY RATE:	\$52,661 – 65,000/yr (based on experience)
DEADLINE TO APPLY:	Until filled

Position Summary

Under the direction of the Procurement Supervisor, the Procurement Coordinator performs technical, administrative, and coordination functions supporting the Authority's procurement, purchasing, order fulfillment, payment processing, and contract administration activities. The position ensures procurement activities are conducted accurately, timely, and in accordance with applicable federal, state, local, HUD, and HHA requirements and procedures.

The Procurement Coordinator serves as a key technical resource within the Procurement Department and provides continuity of departmental operations during the temporary absence of the Procurement Supervisor when designated.

Essential Duties and Responsibilities

- Assist with the administration and coordination of procurement activities, including purchase orders, solicitations, contracts, amendments, and related documentation.
- Process and fulfill approved orders for supplies, materials, equipment, and services, ensuring appropriate authorization and supporting documentation.
- Process invoices and payment requests, including review for accuracy, proper coding, required approvals, and supporting documentation.
- Review requisitions, purchase orders, invoices, vendor documentation, and related records for completeness, accuracy, and compliance with HHA procedures.
- Maintain accurate procurement, vendor, purchase order, contract, and payment records.
- Assist with Invitations for Bid (IFBs), Requests for Proposals (RFPs), Requests for Qualifications (RFQs), quotations, and other procurement processes.
- Communicate professionally with internal departments, vendors, contractors, consultants, and other external partners regarding orders, payments, documentation, discrepancies, and procurement requirements.
- Assist with vendor onboarding and maintenance, including W-9s, vendor information, ACH documentation, insurance, licenses, and other required records.
- Monitor purchase orders, contracts, renewals, and procurement deadlines and bring outstanding or potentially problematic matters to the attention of the Procurement Supervisor.
- Assist with maintaining procurement tracking systems, reports, calendars, and documentation necessary for audits, HUD reviews, and internal monitoring.
- Utilize HHA financial and enterprise systems and Microsoft Office applications, including Outlook, Word, and Excel.
- Assist the Procurement Supervisor with workflow coordination, staff training, process improvement, and other departmental activities.
- Serve as designated backup to the Procurement Supervisor during periods of temporary absence and perform assigned coordination responsibilities within delegated authority.
- Exercise sound judgment, maintain confidentiality, and appropriately escalate matters requiring supervisory or management direction.
- Perform other duties as assigned by the Procurement Supervisor or Executive Management.

**Knowledge, Skills and Abilities:**

- Knowledge of purchasing, procurement, order processing, and payment processing principles and practices.
- Strong organizations skills and attention to detail
- Ability to manage multiple assignments and deadlines accurately and efficiently.
- Professional written and verbal communications skills
- Ability to establish effective working relationships with internal and external customers.
- Ability to identify discrepancies and compliance concerns and appropriately escalate issues.
- Proficient with Microsoft Office (ie Outlook, Word, Excel)
- Ability to learn and effectively use HHA financial and enterprise software systems.
- Ability to work independently while functioning effectively as a team.

Qualifications:

- Associate's degrees in Business Administration, Accounting, Public Administration, procurement, supply chain management or a related field; or a high school diploma with relevant progressive experience in procurement, purchasing, accounts payable or related work. Five years of relevant experience preferred.
- Valid Pennsylvania driver's license. Ability to lift 20 pounds, Ability to read, write and communicate effectively in English.

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