

# JOB POSTING

The Florida United Methodist Children's Home  
Is currently seeking applicants for the following position

## Purchasing and Inventory Specialist

We are a faith-based organization, creating an atmosphere which enables children and families with special needs to experience God's love and care as presented in the life and ministry of Jesus Christ.

### SUMMARY

This position will oversee the acquisition and leasing of all capital equipment, parts, supplies, services, contracts and food products.

### EDUCATION

- Associates Degree in business or related field preferred
- Any combination of training and experience that would provide the required knowledge and abilities to perform effectively

### QUALIFICATIONS

- Ability to secure bids and proposals in the procurement of goods and services
- Ability to learn ERP system and invoice/purchase requisition portal
- Must be proficient in the use of office hardware and software such as Excel and Word
- Needs to write effectively and clearly using Microsoft Office
- Must be able to make presentations in a clear and effective manner
- Must possess & demonstrate strong interpersonal skills

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain purchasing services policy and procedure manual
- Prepare specifications for the purchase of capital equipment, parts, supplies, services and food products to assist all agency departments in the accomplishment of their designated functions. This includes the acquisition or lease of copiers, postage machines and heavy duty printers
- Oversee the management of inventory contents, size, and reorder points and quantities
- Oversee the inspection of newly received equipment and supplies to ensure quality and conformity with specification requirements
- Issues purchase orders from the ERP system for all properly prepared and approved requisitions and ensures that all necessary bids and or quotes have been obtained prior to any purchase order being issued.
- Determines criteria for a sole source purchase
- Reviews and evaluates bid submittals and makes recommendations for award of a contract
- Matches verification of receipt of goods or services with the issued purchase order and forwards to accounts payable for processing payment when invoice is received
- Ability to cross-train in the Accounts Payable function to provide support as needed
- Coordinate and maintain records of the title and registration of all vehicles
- Maintain log and control and review of fleet vehicle fuel cards and fuel usage
- Update liability insurance company with the addition/deletion of vehicles and the addition of purchased or donated real estate
- Facilitate the handling of vehicle related insurance claims
- Coordinate the issuance of cell phones and initiate or cancel cell service lines as required
- Maintain cell phone inventory of assigned phones

If you are interested in the above position, please submit a resume via email to [jobs@fumch.org](mailto:jobs@fumch.org), or fax it to (386) 668-3363, Attn: Human Resources

# JOB POSTING

- Assist the Commissary with retail shopping for hygiene related shopping needs
- Assist the Commissary with reporting requirements related to the National School Lunch Program

## **SUPERVISORY RESPONSIBILITIES**

This job has no direct supervisory responsibilities at this time

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

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