

Director of Procurement

The Housing Authority of the City of Winston-Salem (HAWS) is seeking a sharp professional for the position of Director of Procurement. The Director is responsible for the a/l aspects of the rnanagement, development, coordination, adminlstratlon regarding procurement procedures and staff within local, State and Federal compliance guidelines for the Housing Authority. Job duties include: complex contract development, administration and modification; governing bid proposals, solicitations, specifications, qualifications, openings and reviews; overseeing execution of purchase requisitions and inventory tracking system; preparation and execution of legal advertisements, reports and correspondence; supervision of . agreements for conformity with Section 3 . and MWBE; conducting workshops, fairs and meetings for contractors and vendors.

Requirements: Bachelor's degree in business or related field & a minimum of 10 years experience in Public Housing or . F-ederal Procurement (managerial or departmental level) required. Excellent verbal & written communication ski lis are . required. Procurement certification required. Purchasing management certification preferred.

Submit: applications, letters of interest & resumes, including salary requirements, to the Housing Authority of Winston-Salem, Attn: Human Resources Department, 500 West Fourth Street, Suite 300, . wtnston-salem, NC 21101 or appiy@haws.org. Download applications from www.haws.org. EOE. Open until filled.