



MATERIAL PROCUREMENT SPECIALIST

Founded in 2005, **Habitat for Humanity Mississauga (“HFHM”)** is one of 72 Habitat for Humanity affiliates within Canada, and is part of Habitat for Humanity International (HFHI), a faith-based, worldwide network of affiliates that spans 93 countries, has built over 300,000 homes, and is now building a new home every ten minutes.

HFHM’s mission is *to mobilize volunteers and community partners in building affordable housing and promoting homeownership as a means to breaking the cycle of poverty.*

Habitat for Humanity Mississauga (“HFHM”) is currently recruiting for a volunteer role of Material Procurement Specialist, for the ReStore (opening soon).

SPECIFIC RESPONSIBILITIES

- Develop the material procurement strategy for the new ReStore
 - Determine target product mix to meet forecasts
 - Identify target donor communities (contractors/renovators, Individuals, HFHC National Distribution Centre)
- Develop outreach strategies and identify key contacts to build relationships to secure ongoing inventory donations
- Develop donation processes and procedures, including logistics and necessary resources

REQUIREMENTS

- Commitment to the work of HFHM and its Mission, Vision and Values
- Excellent written and verbal communication skills
- Computer literacy including Word and Excel
- Experience in business development, with a focus on the retail sector
- Knowledge of construction/home building materials market
- Experience with relationship management and material sourcing

Interested applicants are asked to forward their resume to hr@habitatmississauga.ca and include HR Specialist in the subject line. We thank all applicants for their interest but only those selected for an interview will be contacted.