



Position: Warehouse & Procurement Manager
Organization: SBP - Houston
Reports to: Director of Construction - Houston

About SBP

SBP is an award-winning, nonprofit rebuilding organization whose mission is to shrink the time between disaster and full recovery. Since its founding in 2006, in response to Hurricane Katrina, SBP has rebuilt homes for more than 1,100 families with the help of 100,000+ volunteers in New Orleans, South Carolina, Texas, Missouri, New York and New Jersey.

Position Responsibilities

Warehouse

- Ensure the warehouse is a safe workplace by developing, implementing and monitoring comprehensive safety policies and protocol for warehouse and delivery operations.
- Oversee the implementation of a software system to track materials and tools entering and exiting warehouse; ensuring proper utilization of this system once put in place.
- Safeguard warehouse operations and contents by establishing and monitoring security procedures and protocols.
- Maintain fleet of vehicles through regular inspections and maintenance to protect the longevity of the fleet.

Procurement and Support for Construction Team

- Procurement Experience
- Standardize procurement protocols (local and national) that will result in cost and time savings; building a culture of cost controls and long term savings through procurement.
- Negotiate with vendors external vendors to secure advantageous terms and mitigate risk in contracts
- Reduce in-house inventory and move towards just-in-time delivering.
- Ensure that proper materials, in proper quantity arrive at/are removed from job-sites on time.

Manage Team Members

- Manage 4 - 6 AmeriCorps members - interview, select, orient, and train members on warehouse, safety and security policies and procedures.
- Conduct regular follow-ups and check ins with personnel to ensure they are achieving goals and following protocol.
- Create culture of continual improvement with focus on excellent customer service.

Management & Organizational Responsibilities

- Display strong commitment to SBP's mission, values and ethos of community service and continuous improvement.
- Complete all activities with a sense of pride, ownership, and positive attitude.
- Demonstrate leadership and accountability in interactions with team members and work collaboratively with other team members with the goal of creating a cohesive team.

Qualifications

- Experience in procurement, distribution, logistics, management, warehousing and/or construction.
- Knowledgeable of construction tools, materials and safety standards.
- Experience in implementing a software management system.
- Demonstrated ability to lead teams with a customer service focus.

Additional requirements

- Willingness and enthusiasm to regularly train AmeriCorps members and volunteers from diverse backgrounds with little to no prior construction experience.
- Commitment to continual improvement (of oneself, direct reports and the construction process) and a strong sense of maturity, positivity and professionalism.
- Able to lift up to 50 lbs. And do physical labor in diverse weather conditions - high heat and humidity, cold, or rain.

Benefits:

Salary is commensurate with experience. Company provides benefits package to include paid time off and health coverage.

To Apply:

Submit a tailored cover letter, resume, three professional references and salary history to careers@sbpusa.org. **Make sure to include "Warehouse Manager" in the subject line of your email.** We will follow up with qualified candidates - please do not call or email after submitting your application materials.

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SBP is an equal opportunity employer and adheres to all applicable city, state and federal laws regarding equal employment opportunity and hiring practices.

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.

It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.