



Procurement Assistant

Duties :

- Responsible for calling stores, vendors and supply houses to inquire about donations for our cause (peanut butter, jelly, bread, fruit, salty treats, sweet treats, tents, sleeping bags, tarps, underwear, socks and hand, toe and body warmers.
- Help acquire donations for raffle items for our annual Gala and Kentucky Derby.
- Assist in managing the inventory of food and supplies, including tracking stock levels, expiration dates, and organizing items for easy access.
- Support the Procurement Coordinator in monitoring and adhering to budget constraints and record keeping.

Requiritments :

- Passion for community service and addressing basic human needs.
- Have a keen awareness of budget constraints and the ability to monitor spending, ensuring cost-effective procurement practices.
- Work collaboratively within a team, supporting the Procurement Coordinator and other volunteers to achieve seamless and effective procurement processes.

Apply Through OUR ONLINE FORM

PROCUREMENT ASSISTANT

Basic Needs Program Volunteer