



Procurement Specialist

COCC/Exempt

Harris County Housing Authority (HCHA) is seeking an experienced **Procurement Specialist** to support the Authority's procurement program through competitive purchasing, contract administration, vendor management, and regulatory compliance.

This position plays a key role in ensuring procurement activities comply with HUD regulations, federal and state purchasing requirements, and HCHA policies while supporting departments in acquiring the goods and services necessary to fulfill the Authority's mission.

RESPONSIBILITIES

- Administer competitive procurement processes (RFPs, IFBs, RFQs, and related solicitations)
- Coordinate procurement activities from solicitation through contract award
- Assist with contract administration and vendor management
- Ensure compliance with HUD, federal, state, and HCHA procurement requirements
- Maintain procurement files and documentation
- Prepare procurement reports and recommendations
- Collaborate with internal departments to support operational purchasing needs

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree in Business, Supply Chain Management, Public Administration, Accounting, Finance, or a related field (or equivalent experience)
- Three (3) years of procurement experience preferred
- Public sector or public housing procurement experience preferred
- Knowledge of HUD procurement regulations and competitive purchasing practices preferred
- Strong organizational, analytical, and communication skills

Why Join HCHA?

Join a mission-driven organization dedicated to expanding affordable housing opportunities and strengthening communities throughout Harris County. HCHA offers the opportunity to make a meaningful impact while working alongside professionals committed to public service.

How to Apply

Interested candidates should submit a **resume** to **hr@hchatexas.org**.

Applications will be reviewed as they are received. Position open until filled.

Harris County Housing Authority is an Equal Opportunity Employer.