



POSITION TITLE: *Supply Chain and Procurement Manager*
SUPERVISOR: *Chief Financial Officer*
STATUS: *Non - Exempt*

About Us

Founded in 1974, cdc b | come dream. come build provides safe, sanitary affordable housing to the citizens of South Texas, and is one of the largest non-profit producers of single-family housing for homeownership in Texas. cdc b is a multifaceted affordable housing organization devoted to utilizing collaborative partnerships to create sustainable communities across South Texas through quality education, model financing, efficient home design, and superior construction.

Our dedicated team members work to improve the lives of low to moderate families and individuals to grow wealth and improve families educational, housing, and financial security. We offer industry competitive compensation, excellent benefits with a five-decade old firm. cdc b is an inclusive and exciting work environment. We are looking for a knowledgeable and self-motivated individual to join our team.

Summary

The Supply Chain & Procurement Manager will be responsible for overseeing and optimizing cdc b's DreamBuild supply chain and material procurement systems and operations to ensure the efficient and cost-effective purchase of materials and movement of goods from suppliers to customers. This role involves strategic planning, supplier and subcontractor procurement and relationships, inventory control, logistics coordination, and cross-department collaboration.

Duties and Responsibilities

- Strategic Planning: Develop and implement supply chain strategies to enhance efficiency, reduce costs, and improve customer satisfaction.
- Supplier/Vendor Management: Identify reliable suppliers and negotiate contracts to ensure the acquisition of high-quality goods and services at competitive prices. Build and maintain strong relationships with suppliers; negotiate contracts and ensure compliance with quality standards and delivery timelines.
- Purchasing: Manage the procurement process from requisition through purchase order issuance, ensuring timely delivery of goods and services.
- Cost Analysis: Conduct market research and cost analysis to identify savings opportunities and improve procurement strategies.

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- Budgeting: Develop and manage procurement budgets and ensure cost-effective purchasing decisions.
- Manage Bill of Materials: Learn, improve and grow as needed the product BOM working with the ERP/MRP system.
- Inventory Control: Monitor and manage inventory levels; analyze demand forecasts to optimize stock levels and minimize excess inventory.
- Logistics Coordination: Oversee transportation and logistics operations; ensure timely and accurate delivery of products to customers.
- Process Improvement: Analyze supply chain processes and identify areas for improvement; implement best practices and innovative solutions.
- Cross-Department Collaboration: Work closely with sales, production, and finance teams to align supply chain activities with overall business goals.
- Risk Management: Identify potential risks within the supply chain and develop strategies to mitigate them.
- Data Analysis and Reporting: Prepare and present supply chain performance reports to management; track key performance indicators (KPIs) to assess effectiveness.
- Standard Operating Procedures (SOP) Development: Develop and implement SOPs to ensure material availability aligns with daily work orders and the master production schedule.
- Track Manufacturer Warranty and Manage Item Defects: Ensure all purchased materials comply with warranty standards and manage defect resolution with suppliers.
- Monitor and Reduce Material Waste: Analyze material usage and implement strategies to minimize waste throughout the supply chain.
- Carry out additional duties as assigned

Required Qualifications, Skills and Experience

- Bachelor's degree in Supply Chain Management, Business Administration, or related field.
- 2+ years of experience in supply chain management and/or procurement and purchasing.
- Strong understanding of supply chain/procurement processes and best practices.
- Excellent negotiation and communication skills.
- Proficient in supply chain software and Microsoft Office Suite.
- Ability to Learn ERP/MRP systems.
- Strong analytical and problem-solving abilities.
- Ability to work collaboratively in a team-oriented environment.

Preferred Qualifications, Skills and Experience

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- Professional certifications such as Certified Supply Chain Professional (CSCP) or Certified Professional in Supply Management (CPSM).
- Experience in the construction or modular housing industry.
- Familiarity with lean manufacturing principles and continuous improvement methodologies.
- Material Takeoff Experience: Ability to accurately perform material takeoffs from project plans.
- Blueprint Interpretation: Ability to read and interpret architectural and engineering blueprints to inform procurement and production decisions.

Supervisory Responsibilities

- N/A

Compensation and Benefits

- Salary \$55,000 a year – Based on Experience
- Bonus – Based on production goals met
- 100% of premium for health, vision and dental benefits paid by cdcb.
- Life Insurance
- 401K retirement plan (no match required)
- 16 paid holidays
- Vacation Days - Based on Length of Service
- Personal Days - Based on Length of Service

To apply submit resume, cover letter to: cescalera@cdcb.org

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