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| Job Posting Number: | 1931 |  | Job Title: | Asset Risk-Procurement Specialist |
| Grade: | 9 |  | Opening Date: | 6/10/2019 |
| Salary: |   | Bi-Weekly, |  12.00 | Per Hour | Closing Date: | Until Filled |
|  |  |
| Work Location: |  Port Avenue, Corpus Christi, Tx |
| Number of Openings: |  1 | Type of Opening: |   | Driver’s License Required: | Yes |
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**Job Summary:**

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| Position reports to VP Procurement, IT, Property Risk. The ideal candidate will be computer savvy and an accurate typist with a keen eye for detail. Understanding of data confidentiality principles is compulsory. Data will mainly be comprised of property risk and procurement. |

**Requirements**:

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| * Unusual Occurrence Report (UOR) processing and tracking
* Insurance claim processing and coordination for Agency assets
* Create spreadsheets and graphs depicting trends in claims
* Monitor and track insurance payments and actual repair/replacement costs
* Process Purchase Orders for supplies and services
* Assist Agency staff with procurement needs
* Track vendor insurance certificates
* Convert hardcopy files into electronic files
* Prepare departmental correspondence for signature
* Perform additional duties as assigned by Supervisor
* Highly organized and able prioritize workload
* Keyboard typing proficient
* Excellent knowledge of MS Office applications including Word, Excel and Outlook email)
* Working knowledge of scanners and electronic filing organization
* Interpersonal skills a must with a willingness to assist others at anytime
* Good command of English both oral and written, and customer service skills
* Phone etiquette and ability to take instruction and follow directives
* Great attention to detail
* High school degree or equivalent
* Valid driver license
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This is an INTERNAL/EXTERNAL position vacancy announcement with consideration open to current employees and the public. (All CCHA employees must have at least six (6) months experience in their current position prior to applying for another Housing Authority position). ***Section 3 participants are encouraged to apply.***

**APPLICATION INSTRUCTIONS**

Applications must be submitted in writing on the Housing Authority application form to the Housing Authority Central Office at 3701 Ayers St., Corpus Christi, Texas 78415 or they can be emailed to careers@hacc.org. Application forms are available at the central office and on the Authority website @ [www.hacc.org](http://www.hacc.org). Please be sure that your application is filled out accurately and in detail. Your application must be complete when submitted and include all required signatures. The Corpus Christi Housing Authority reserves the right to disqualify any application that is incomplete. Previous applications will not be considered. Please include a resume with your application.

All job offers are contingent upon the applicant passing a drug test, physical exam, criminal history check and driver record check prior to employment with the Corpus Christi Housing Authority.

In accordance with the Americans and Disability Act, if special accommodations are required, please contact the CCHA Human Resources Department at 361-889-3310