



Touchstone Living is a premier Southern Nevada home builder specializing in developing unique and upscale communities in desirable locations. Featuring innovative designs and superior craftsmanship, Touchstone Living homes are built to accommodate the versatile lifestyle of today's family now and for years to come.

Touchstone Living is seeking to hire a Director of Purchasing position.

#### Position Overview

Ground floor opportunity with a proven team of successful home building professionals with experience building over 7,000 homes in the Las Vegas valley. We are currently developing five neighborhoods (with more to follow) and need a purchasing professional to refine and improve our subcontracting process. We offer a very competitive pay and benefit package with team members also sharing in the financial success of the company. Furthermore, we have enjoyed long term relationships with our team members.

#### Job Description

Manage and oversee our subcontracting process from initial cost take-offs through the bidding, negotiation, selection and contracting of our subcontractor team. This position provides the development, oversight and enhancement of our purchasing process. It includes responsibility for the recruitment, development and management of our purchasing team.

#### Duties and Responsibilities

- Reports to the Vice President of Design.
- Manage the daily operations of the Purchasing department.
- Management of our Purchasing team, including all recruitment, training and development.
- Manage departmental budget.
- Continually enhance and improve our purchasing and estimating processes.
- Prepare initial and update our detailed cost takeoffs from internally generated home plans.
- Build upon our existing subcontractor relationships, including representing the company at subcontractor events.
- Working in conjunction with the VP of Construction and VP of Design, identify qualified subcontractors and build/enhance our relationships with them.
- Verify subcontractors' insurance coverage is following our requirements.
- Oversee purchase order issuance and job budget maintenance.
- Working with the VP of Construction, inspect and ensure subcontractor compliance with contract requirements.
- Verify that all internal and external reporting maintains the highest levels of accuracy.
- Identify and research potential new component items for our homes, and present these to the management team.
- Update and maintain our scopes of work to meet regulatory and insurance requirements.

#### Ideal Qualifications include:

- Successful experience managing a home builder's purchasing department. Light commercial construction experience is a strong substitute.
- Successful development and management of departmental teams.
- Extensive use of Microsoft Office and NewStar Home Builder Software.

Please forward your resume to us at: [Jobs@TouchstoneLiving.com](mailto:Jobs@TouchstoneLiving.com), and write: Director of Purchasing in the subject line.