

Purchasing Agent

NV-LV-09253

<http://careers.peoplecapital.com/kbhomecareers/details.asp?jid=33059>

JOB SUMMARY: This position is responsible for generating material take offs, validating material quantities in Trade Partner bids, and conducting field verifications of the materials. This position will working with internal and external partners in implementing new product, processes, project specifications, and for maintaining the accuracy of all take-offs. This position will work closely with Architecture, Sales/Marketing, and Operations team members to value engineer plans to reduce costs or create better efficiency. Provide input and direction toward direct cost reduction. Attend field walks (ie: frame walks & fit and finish walks).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Estimating

- * Perform material take offs prior to community bid & provide material take offs/cost estimates to Purchasing Agents

- * Provide detailed updates on opportunities for direct cost reduction to Purchasing

- * Ensure direct costs and scopes of work are in line with the municipality requirements and guidelines for project specific take offs.

- * Plan review to ensure accuracy of plans for bidding purposes

- * Generating plan costs estimates when needed

- * Implementing and overseeing system setup for takeoffs

- * Perform field verification of materials at initial build of each plan in a community and periodically after document and correct take offs after field verifications

- * Provide cost estimates for plan/spec changes

Purchasing

- * Perform like-plan comparisons; documenting and investigating differences; communicating action plan to Purchasing team (PRIORITY)

- * In the BOM system: track, supervise and maintain the Take-Off Master and Item Master.

- * Assist with analyzing Trade Partner proposals

- * Act as the division's technical expert on construction and work with the Purchasing Department to reduce direct costs through value engineering

- * Act as the division's SharePoint, AS400, BOM pricing administrator and ensure smooth purchasing processes

- * Research new product and/or rebates

Compliance with Plan Specifications

- * Collect, analyze, and understand engineering documents & code requirements to ensure smooth build process and accurate take offs

- * Attend frame walks to confirm compliance with plans, specifications, QCC's, and contracts

- * Participate in Architecture and Plan Review Meetings, as needed

Relationship Building

- * Communicate with purchasing, construction and architecture; as well as external subcontractors/trade partners and government municipalities

EDUCATION/EXPERIENCE/MINIMUM REQUIREMENTS:

- * High School Education required. Associates or Bachelor's degree preferred in Accounting, Construction Management, Architecture, Engineering, Business Management or other relevant discipline

- * Documented history of construction product & process knowledge required, preferably in the residential homebuilding industry

- * Documented history of Purchasing, Contracting and/or Estimating required, preferably in the residential homebuilding industry

- * Prior experience managing direct reports a plus

- * Self-motivated and able to work in a collectively responsible team environment.

- * Ability to stay organized and manages priorities in an efficient manner.

- * Possess strong negotiation skills and experience

- * Proficient in using MS Word, MS Excel, MS Outlook, AS/400 experience preferred.

- * Exceptional communication skills necessary, both written and verbal; detail oriented with good follow-up and follow-thru skills.

- * Good people and problem solving skills required