



## **Residential Purchasing Agent/Contract Administrator**

**Homes4Families is currently looking for a Purchasing Agent/Contract Administrator**

**Reports to: General Supervisor and Contractor/Executive.**

- Develop product specifications
- Develop and review Scope of Work on a regular basis with construction to ensure trades are meeting the expectations of the contract.
- Maintain take-off information to ensure vendor pricing is in line with material used.
- Recruit and qualify larger vendor base to meet divisional objectives.
- Supervise the distribution of bid packages in electronic format
- Analyze subcontractor proposals
- Establish direct cost benchmarks for all existing and future product series
- Generate periodic market analysis to benchmark labor costs for optimization
- Provide proposed bid analysis for subcontractor selection team for Vendor Assignments
- Supervise budget maintenance on a monthly basis and provide new budgets to senior management
- Continually look into innovative products, techniques and changes in the home building industry
- Insure product specification change requests are processed
- Assist in generating projected direct costs for future communities to Forward Planning.
- Work closely with Construction General Supervisor ensuring accuracy of plans for bidding purposes
- Work closely with Construction General Supervisor ensuring direct and option costs are completed for projected new communities
- Analyze house drawings and blueprints for value engineering purposes

**Requirements include, but are not limited to:**

- A minimum of at least 5 years experience with the procurement of construction material and preferably in the high production home building industry.
- Must be able to demonstrate proficiency in blue print reading as well as take-off estimating.
- Candidate must have an understanding of the bidding and compilation process for subdivision budgets.
- Proficiency in utilizing computer software (Microsoft Office) and preferably have utilized purchasing software and Builder Trend Software.

**Job Requirements, Education, and/or Experience:** Bachelor's degree (B.A.) from four-year college or university; or seven years plus related experience; or equivalent combination of



education and experience. We are looking for enthusiastic attitudes and team players to join our success. We offer complete benefits package.

Job Type: Full-time

Education:

- Bachelor's

Qualifications:

- Must have vehicle and be able to drive throughout North Los Angeles County
- Must stay positive in a fast-paced high-pressure environment
- Must be able to lift at least 75 pounds, bend and squat
- Must be able to work in desert weather conditions
- Must be able to stand for a long period of time
- Must possess ability to work with a variety of people
- Must be able to work with hand tools and power equipment
- Must be able to operate a computer and office equipment