



### **Offsite Purchasing Manager Position Summary**

Manage the Offsite Purchasing responsibilities in a manner that meets company goals set for cost, schedule and workmanship.

### **Key Duties and Responsibilities**

Areas of responsibilities include, but are not limited to, preparing due diligence budgets, maintain working budgets, bidding, negotiating and awarding contracts

- Prepare bid packages, analyze and spread bids, negotiate prices and award contracts for offsite trades. Trades include but are not limited to Demolition, Grading, Wet and Dry Utilities, Street Improvements, Walls, Flatwork and Landscape.
- Provide specification and construction alternates for cost effectiveness and design value
- Preparation and processing of contracts, purchase orders, and variance purchase orders
- Work with Project Management and Construction teams to identify and prioritize upcoming work
- Maintain and update the Bid Status Report
- Conduct unit cost meetings with Trade Contractors for use in maintaining current costs in the database
- Review plans for constructability and efficiency of design
- Analyze job costs and budget variances, perform cost comparison and analysis, and present at budget review meetings
- Attend department meetings and site meetings as necessary
- Review scopes of work with site teams
- Regularly visit Communities to ensure accuracy and quality of product
- Recruit and review new Subcontractors and suppliers
- Facilitate the improvement of existing Subcontractor and supplier relationships

### **Qualifications & Requirements**

- 3-5 years of experience in Offsite Purchasing Strong verbal and written communication skills Strong plan reading and takeoff skills
- Attention to detail
- Extremely organized and able to handle multiple projects on Proficient in Microsoft Word and Excel.
- Knowledge of Microsoft Project is beneficial