



PURCHASING MANAGER/ESTIMATOR – Residential Construction

Job Summary

Rush Residential Construction, Inc., is currently seeking a high-talent Purchasing Manager/Estimator to join a well-established, mid-sized local builder. As part of a growing residential building company focused on delivering quality homes in a variety of Pierce County communities, the Purchasing Manager oversees all purchasing activities and establishes strategic purchasing and supplier management processes while maintaining strong relationships with subcontractors and suppliers. The position requires strong negotiating, forecasting and analytical capabilities, used to meet demand and to determine the best products, value, suppliers, delivery schedules and quality.

Essential Duties & Responsibilities

- Identify, negotiate contracts with, and manage key suppliers in support of residential construction efforts
- Provide comprehensive cost analysis for building methods and materials
- Work with Residential team, designers, superintendents, suppliers, architects and engineers to assist in determination of building methods
- Review contracts for conformance to Company policies
- Prepare bid awards
- Create and process purchase orders for subcontractors, materials and equipment
- Lead and participate in design and implementation of transactional processes to ensure timely and accurate processing of budgets, orders, billings, and cost tracking
- Maintain records of goods ordered and received
- Oversee and control purchasing department budget
- Implement and maintain purchasing and contract policies and procedures
- Work with sales team on community home standards, options, and pricing for upgrades and personalized home selections
- Cooperatively work with field staff and others to ensure suppliers and subcontractors are performing, as agreed
- **Supervise purchasing administrator**

Supporting Activities

- Strong and consistent effective communication with manager and peers
- Ability to make decisions and problem solve
- Organize, plan and prioritize work
- Willing to research quality of products, services and suppliers

Job Qualifications

- 5 years in residential construction
- Knowledge of residential home design and construction
- Strong finance and analytical skills (budgeting, estimating and bid analysis)
- Experience with Timberline (Sage) software a plus
- Proven experience with MS Office; Outlook, Excel, Word, etc.
- Track record showing progressively responsible positions

Education

- Holds certificate in purchasing management or other degree as appropriate
- High School diploma

Physical Requirements

- Ability to drive to and visit job sites and supplier facilities
- Ability to work in and around active construction site to meet with suppliers, trades, Company field personnel, review installation and performance and offer visibility to subcontractors and suppliers.

For more information about The Rush Companies and the application process, please visit:

<http://www.therushcompanies.com/about-rush/employment>

How to Apply:

Please send cover letter and resume via the link above or send via U.S. Mail to:

The Rush Companies
c/o Human Resources
6622 Wollochet Dr
Gig Harbor, WA 98335

Equal Opportunity & Drug-Free Employer

Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job duties and responsibilities.