Purchasing Coordinator

Award winning, local developer and homebuilder seeking a motivated and goal-oriented individual who is excited about the opportunity to collaborate in a small team environment.

The Purchasing Coordinator position is responsible for supporting the improvement of cost control and negotiating price for materials and labor. This individual will help manage relationships with our local suppliers, subcontractors, and distributors. This role will assist our Purchasing / Sales team with purchase orders, building specifications, change orders, and sales options.

Primary Responsibilities:

- Assist Purchasing with bidding process and budgets as requested
- Facilitate purchase orders and work with our accounting team to resolve issues as needed
- Assist Purchasing with setup of new plans, building specifications and sales options
- Work with Purchasing to issue contracts to trades & suppliers

Ideal Qualifications:

- 1-2+ years in residential production building purchasing experience
- Ability to multi-task and adapt to changing priorities in a fast-paced environment
- Maintain compliance with all company policies and procedures
- Must possess some working knowledge of construction components, materials, and processes
- Positive attitude, hardworking, persistent, and dependable
- Excellent attention to detail
- Strong customer service skills
- Proficient in spreadsheets and data analysis
- Excellent verbal and written communication skills
- Comfortable administering contracts

Pay: $50,000 - $70,000 commensurate by experience

Benefits:

- 401(k)
- Paid time off
- Health & Dental insurance

Schedule:

- Full time / 8 hour day shift
- Monday to Friday
- In Person / Ability to relocate

To apply, please submit the following to kate@markelhomes.com:

1. **Cover letter -** Tell us about yourself and include relevant work experience. What makes you qualified? Why do you think you would be a good fit for the position and our team?

2. **Resume -** We want to see relevant education and work experience.