

Position – Purchasing Coordinator – Homebuilding

Company – Construction Grad for Dream Finders Homes

Contact / Apply to or call with questions – Recruiter Andy Cripe, Construction Grad – andycripe@constructiongrad.com 720-854-5833

Office Location – Denver Highlands

Salary - \$40,000 - \$60,000 DOE plus benefits

Start Date – Current - April / May 2019

Company Description Construction Grad –

Collaborative Recruitment Solutions for the Built Environment.

Construction Grad is a full service recruiting firm serving primarily the Home Building and General Contracting industries. We partner with builders who are looking to expand on their current recruitment efforts and help craft comprehensive long-term recruitment strategies for both Industry and College Recruiting.

Construction Grad was founded on a passion for Team Building and Operational Excellence. We believe that the most successful organizations not only have great culture and solid leadership, but they recruit, train, develop, and inspire talented individuals.

Company Description Dream Finders –

Dream Finders homes is a privately held, national home builder committed to helping buyers have a unique experience by personalizing each home to fit their lifestyle while also offering quality and affordability. We believe owning your DREAM home should always be within reach!

Job Description -

Basic Responsibilities:

Report to work Monday through Friday. Support the purchasing and construction departments to deliver homes on time, on quality and on budget. Ensure that all contractors and vendors are approved to work and contracted to build homes at competitive prices that meet predetermined schedules and quality expectations. Ensure that Newstar is 100% accurate and updated. Attend quarterly trainings for field personnel. Attend quarterly and annual award meetings.

Critical Tasks:

- Set-up new vendor and trade packages.
- Maintain 3 competitive bids for each homebuilding task and upload into Newstar.

- Send DocuSign pricing agreements to trade partners and file in database.
- Assist Purchasing Manager in recruiting new vendors and trade partners.
- Maintain accurate bids and updated costs each month by the 15th of the month.
- Ensure contracts are 100% complete prior to new community starts.
- Assist accounting with any outstanding payment issues.
- Assist sales team with creating and validating accurate option pricing.
- Assist with architectural and structural plan updates from the field.
- Create and revise purchase orders in Newstar Enterprise for new starts and changes.
- Analyze purchase orders on job start report and revise if necessary.
- Review invoices against contracts during conversion to automated PO systems
- Assist with setup of new plans, options, communities, takeoffs, and colors.
- Perform record retention duties.
- Maintain rebate tracking systems.
- Review and price lot specific changes and coordinate with construction/trades/sales.
- Maintain vendor contact list.
- Assist with the creation and maintenance of specification documents.
- Perform related administration and clerical duties as assigned.

Purchasing Coordinator Mutual Expectations

- Uphold Culture at all times.
- Accomplish Critical Tasks and Basic Responsibilities.
- Be supportive of company employees and management.
- All questions, comments and concerns to be brought to your manager.
- Respond within 24 hours to all calls and emails.
- Participate in monthly goal sessions.