Purchasing Agent Job Description

Reports to: Vice President of Purchasing and Estimating
Revision date: February 2, 2015

I. Performance Objectives:
   • Process all designated home starts according to slot schedule including permit process.
   • Create and execute change requests and change orders to ensure purchase orders are correct before they are released for sold field homes.
   • Manage trade contractor contracts and pricing files.

II. Knowledge, Skills, and Abilities:
   • Extensive Knowledge of FAST (estimating, sales, selections, plans and options, scheduling, variance reports).
   • Computer skills- Excel, Word, Outlook, etc.
   • Knowledge of general liability and worker’s comp insurance policies.
   • General knowledge of construction practices, schedule and details.
   • Great written and oral communication skills.
   • Ability to read basic house drawings and details.

III. Major Duties and Responsibilities:
   • Execute all standard and custom change orders in FAST for sold Field Homes.
   • Maintain vendor and trade pricing files and contracts.
   • Review estimate detail reports for accuracy before releasing purchase orders.
   • Maintain all vendor/trade contracts and pricing (written and computer data).
   • Handle selection center administration of selection changes.
   • Perform purchasing coordinator(s) job duties while they are out or on vacation.
   • Work with Closing Coordinators on custom change requests as needed.
   • Work with accounting to solve any trade/vendor payment questions and reconcile brick account monthly.
   • Sold field home changes – monitor and implement.

IV. Qualifications:
   • 4 year degree preferred but not required.
   • Professional dress.
   • Ability to communicate effectively to all employees/trades/suppliers both oral and written.
   • Good knowledge of multiple computer software systems (Fast, Excel, Word, etc).

V. Days/Hours:
   • 8:00 am to 5:00 pm Monday through Friday.
VI. FLSA Status:
   • Non-exempt.

VII. Physical Demands
    The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands to handle or feel and to reach with hands and arms.

    Ability to use computer system for extended periods of time (90%) while sitting at a desk. The employee should be able to handle multiple tasks.

VIII. Work Environment
    The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. This employee will be working in an office environment. Reasonable accommodations maybe made to enable individuals with disabilities to perform the essential functions.