

WHY LOMBARDO?

Choosing a place to work is a big deal. You spend 40 hours each week at work, so you want to love what you do. We get it. When telling you why you'll love working at Lombardo Homes, we could list all of our statistics and accomplishments... but everyone does that, right?

Here's the real reason you'll love working at Lombardo: we're a family. We're family owned and operated, yes, but our entire team is a family. We appreciate and care for our team members and trade partners. When our team members succeed, we all succeed; when they struggle, we all pitch in to build them back up. This is the Lombardo way.

WHAT YOU'LL DO

The quick overview

We are looking for a Purchasing Agent to be responsible for the coordination between vendors and supply chains. The Purchasing Agent will also be responsible for pricing and value engineering while supporting the estimating and construction teams to ensure the highest level of customer satisfaction.

The basics

- Perform quality, detailed work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers, etc.
- Work effectively in a team.
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and organizations. Nobody's an island!

The nitty-gritty stuff

- Build and maintain effective relationships with trade partners in local markets.
- Negotiate contracts with material and labor supplies to minimize costs and increase value and performance and help with arbitration/resolution process related to contract issues.
- Work collaboratively with construction to ensure scopes of work for each trade are clearly understood and adhered to by trade partners.
- Obtain and evaluate all documents/data required for bidding.
- Confirm a competitive bid process is followed.
- Review requests for construction changes and extras with assigned managers and team members.
- Research, evaluate and provide recommendations for new product development.

WHAT YOU NEED

- High School Diploma required, Bachelor's Degree in Construction Management preferred.
- 2-5 years' experience in construction purchasing/estimating with knowledge of construction activities and processes. Strong estimating, takeoff and budgeting skills.
- Organizational skills and the ability to multi-task and in a fast-paced environment.
- Highly analytical, in terms of quantitative (mathematical) and qualitative (trade quality assessment) skills.
- Proficient in Microsoft application including Outlook, Word and Excel.
- Experience working with builder software preferred.

WHAT WE'LL GIVE YOU

- Competitive salary with annual bonus potential.
- 401k with company match.
- Company-provided life insurance.
- Full benefits package including health, dental, vision, FSA, long-term disability, voluntary life insurance, and accident insurance.
- Company-sponsored employee events.