



Impression Homes, LLC Job Description

JOB TITLE: Purchasing Agent
REPORTS TO: Purchasing Manager

OBJECTIVE: Competitively bid out trades and produce accurate cost comparisons. Prioritize and efficiently work on multiple projects. Provide exceptional customer service to field team, trades, and other internal departments.

Job Responsibilities include but not limited to:

- Request cost proposals from existing and prospective trade partners
- Analyze bids and proposals to ensure they are accurate and comparable to current specifications
- Enter budgets and takeoff data in the Brix system
- Identify new trade partners to competitively bid out and compare to existing trades for management to review and take action on
- Ability to track and manage annual bid list while prioritizing additional daily projects
- Manage contracts and coordinate set up of new trade partners
- Prepare and distribute various reports
- Resource planning when needed
- Work closely with other purchasing agents and coordinators to share workload and fill in when necessary
- Support Purchasing Manager and VP of Purchasing
- Additional tasks assigned by Management

Skills and Qualifications:

- Residential Homebuilding experience required
- Hyphen Solutions (Brix/BuildPro) experience preferred
- Computer skills with the ability to work with Outlook, Word, and Excel
- Consistent attention to detail and accuracy required
- Ability to effectively prioritize and perform multiple tasks, while meeting simultaneous deadlines
- Strong organization, documentation, research, and analytical skills
- Ability to work both as part of a team and independently