

# Miller & Smith. **JOB DESCRIPTION**

ONE VISIT CAN CHANGE EVERYTHING.

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## **DEPARTMENT: PURCHASING DEPARTMENT**

## **JOB TITLE: PURCHASING ASSOCIATE**

**PURPOSE:** The Purchasing Associate at Miller and Smith, will support the Vice President of Purchasing in procuring materials and services for our residential construction projects. Assist in the bidding and contracting of new projects. This responsibility includes, but is not limited to, involvement in the review of architectural plans and specifications. It is the responsibility of each Miller and Smith team member to perform all job requirements in a manner that exemplifies our Mission Statement and core values. It is the purpose of this and all Miller and Smith job descriptions to provide a general description of task and duties and is not all-inclusive of assignment of duties and/or tasks by managers and supervisors.

## **QUALIFICATIONS**

### *Education & Experience:*

- High School Diploma or equivalent required; Bachelor's degree in Business, Supply Chain Management, or a related field preferred.
- Prior experience purchasing, supply chain or residential construction or related industry (internships or part time positions welcome)
- Knowledgeable in MS Software such as MS Office Suite and Excel, Accounting and Estimating Programs

### *Skills & Abilities:*

- Proficient computer competence with a concentration on Excel, purchasing programs such as Timberline Estimating and Sage WMS
- Strong organizational skills; detail oriented and able to handle multiple tasks; able to prioritize; able to meet deadlines
- Self-motivated; able to work independently with little supervision
- Analytical abilities
- Excellent verbal and written communication skills
- Excellent organizational and time management skills.
- Strong communication and negotiation skills.

**REPORTS TO:** Vice President of Purchasing

**What We Offer:**

- Full Time
- Non - Exempt
- Non – Supervisory
- Competitive Salary and Benefits
- Opportunities for Growth and Development in the Construction Industry
- Collaborative Work Environment
- On the Job Training and Mentorship

**RESPONSIBILITIES:**

- Review and prepare the Preferred Bidders List for bidding on a new project.
- Distribute plans, specifications, and program information to vendors and subcontractors for bidding on new projects and/or communities
- Review Subcontractor and Vendor proposals for completeness and accuracy
- Assist with Bid Analysis and prepare comparison presentation and selection.
- Assist in preliminary estimates on new projects for approval by the Vice President of Purchasing
- Review and edit specifications for new projects and/or communities with Vice President of Purchasing
- Prepare schedule A's master pricing for new project and/or communities
- Participate in and/or perform the research and resolution of problem invoices and coding field work orders
- Understand the reconciliation of settled lots charge outs
- Assist with managing and monitoring any and all lumber updates
- Processing and reviewing of Purchase Orders for:
  - Accuracy
  - Correct coding