

**Job Title:** Purchasing Agent  
**Company:** DRB Homes  
**Location:** Atlanta, GA

PLEASE NOTE: Current office will be relocating from Fayetteville to 55 Allen Plaza, Atlanta, GA early Fall.

**JOB PURPOSE:**

To develop and maintain cost effective new home construction estimates and supporting budgets. Select and employ quality contactors in alignment with department and budget objectives.

**Job Location:** 55 Ivan Allen Jr Blvd

**Duties and Responsibilities**

- Reviews new home sales contracts and creates construction estimates
- Maintains construction budgets and ensures compliance
- Prepares bid packages and submits to current trade partners, as well as prospective trade partners
- Prepares take-offs for materials needed (lumber, trim, roofing, siding, etc...)
- Conducts field visits to verify material ordered is not being wasted
- Assists Purchasing Manager with new community set up in Newstar (Purchasing software)
- Processes variance purchase orders
- Works with the Purchasing Manager and Community Builders to maintain scopes of work
- Manages the Trade Partners and their contract files (ensuring current pricing, scope of work, contract, etc... is signed by all Trades)
- Enters trade contract data into Newstar
- Other duties as apparent or assigned

**QUALIFICATIONS:**

**Knowledge and Skills**

- Proficiency in MS Office software applications, i.e. MS Excel
- Knowledge of Newstar purchasing software is a plus
- Detail oriented and organized
- Ability to multi-task and establish priorities
- Knowledge of new home construction process is required

**Education and Work Experience**

- High School Diploma required, college degree preferred OR
- 2-4 years of residential homebuilding or estimating experience OR
- Equivalent combination of education and/or work experience

Send Resume to [aliciabrown@drbgroup.com](mailto:aliciabrown@drbgroup.com)