

**Job Title:** Purchasing Manager  
**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:**

The Purchasing Manager will manage and lead the Purchasing Team to develop and maintain cost effective new home construction estimates and supporting budgets. Select and employ quality contractors in alignment with department and budget objectives.

### **Duties and Responsibilities:**

- Reviews new home sales contracts and construction estimates
- Reviews construction blueprints and determines material and labor needs
- Maintains construction budgets and ensures compliance
- Evaluates and incorporates construction change orders into construction budget
- Reviews and approves home construction invoices as needed
- Administers home construction budget reviews with Production Team and reports results
- Manages and selects construction contractors, vendors and suppliers; negotiates rates
- Determines pricing for non-standard home options
- Monitor construction material returns
- Produces estimates and initial pricing of homes in new subdivisions and maintains profitability reports

### **QUALIFICATIONS:**

#### **Knowledge and Skills**

- Ability to communicate effectively both in written format and oral presentation
- Ability to multi-task and establish priorities
- Proficiency in MS Office software applications
- Ability to read and understand blueprints and site plans
- Knowledge of new home construction process
- Analytical and organized
- Exhibits initiative; accepts challenges and new responsibilities
- Must have valid drivers license

### **Education and Work Experience**

- 3-5 years of residential homebuilding or estimating experience OR
- Degree in Business, Construction Management or related field and 1-2 years experience OR
- Equivalent combination of education and/or work experience

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