

## **Purchasing and Estimating Manager - Job Description**

Job Title: Purchasing and Estimating Manager  
Reporting To: CEO  
Department: Estimating / Procurement  
Job Type: Employee  
Location: Cumming Office

### **Overview:**

Sterling Built Management is looking to hire a Purchasing and Estimating Manager to our Procurement team due to our continued growth.

The Purchasing and Estimating Manager should be skilled with effective time management, ability to meet deadlines, communicate clearly among all levels of support to our internal team, clients, trade partners, and business partners, and possess trustworthy professionalism.

The Purchasing and Estimating Manager should be able to work seamlessly within a team, as well as independently, and prioritize tasks by time sensitive deadlines.

### **Duties and Responsibilities:**

- Create and maintain accurate material take-offs.
- Monitor material usage in the field for overages/shortages to update/correct material take-offs.
- Update and correct purchase order issues.
- Maintain vendor files, client files and software updates.
- Prepare bid requests for new/existing plans, communities, and client projects.
- Assist in evaluating new bid proposals and outreach to new trade vendors for bid proposals.
- Consults with clients, vendors, or other individuals to discuss and formulate estimates and resolve issues.
- Accurate estimating / calculation skills to provide clients answers in detailed formats.
- Detail-oriented multitasker capable of working on multiple projects with multiple clients.
- Able to work in fast paced office performing tasks efficiently under tight deadlines.
- Key team member with excellent customer service.
- Build relationships with key vendors (subcontractors, trades, suppliers, etc.).

### **Work Experience and Skills:**

- Strong Written and Verbal Communication Skills
- Experience with Word, Adobe, Microsoft Teams and Email
- Proficient in Excel preferred
- Experience with Estimating Software and Construction Management Software preferred
- Ability to Read / Interpret Residential Blueprints and Specifications
- Knowledge of Construction Practices
- Possess Strong Work Ethic

### **Qualifications:**

- Minimum five years of estimating experience in the home building or construction industry required.
- Construction/homebuilding industry experience required.
- Bachelor's or Associate's degree in construction technology preferred.

For confidential consideration, please email your resume to [info@sterlingbuiltmanagement.com](mailto:info@sterlingbuiltmanagement.com)