



*Building Rewarding Careers...*

# Purchasing

## VP/Director of Purchasing

- Overall responsibility to ensure that the purchasing processes yield the most competitive home construction costs
- Effective management and review of the Business Unit purchasing process to include vendor solicitation and pre-qualification
- Manage the selection of Trade Partners into the Business Unit labor pool
- Manage vendor performance feedback and monitoring, dispute resolution, and vendor management
- Oversee and resolve Trade Partner Insurance non-compliance issues

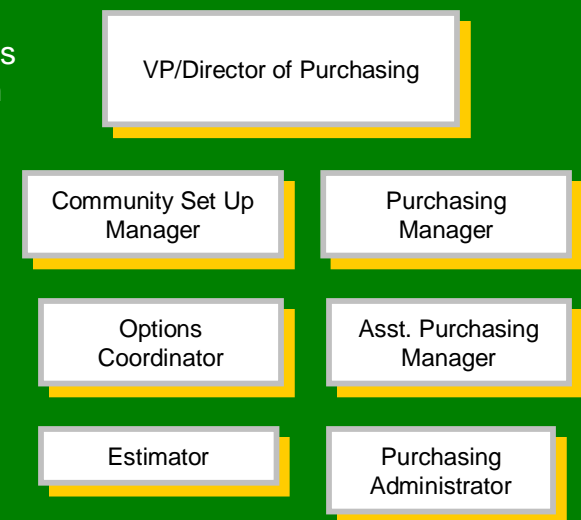
## Purchasing Manager

- Prepare Business Unit and or bid area contracts for execution by the department head
- Effectively conduct Business Unit purchasing processes to include vendor solicitation pre-qualification and selection
- Resolve vendor disputes through leading the resolution and corrective action plan process
- Obtain the most competitive home construction costs through the bidding and negotiation process and negotiate contracts directly with Trade Partners and Material Suppliers

## Assistant Purchasing Manager

- Create lump sum components or unit price components and corresponding specifications for each trade
- Negotiate Business Unit or bid area contract prices with Trade Partners
- Analyze model options and corresponding rules to clarify scope of work that the vendor will be bidding on and performing at each community
- Work closely with the Community Set Up Manager to clarify structural options, product offerings and scope of work that the vendor will be bidding on and performing at each community

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### **Purchasing Administrator**

- ü Perform activities to ensure proper administrative support for and coordination of assigned purchasing projects
- ü Central contact person for insurance compliance with Trade Partners and outside insurance company
- ü Distribute bid package to Trade Partners
- ü Maintain database of contract cost information

### **Options Coordinator**

- ü Set up data for Business Unit communities, including base home components
- ü Coordinate option updates to level specification changes
- ü Evaluate community specific option offerings and their relationships to base home and design gallery products
- ü Validate and input quantity take-offs when necessary

### **Estimator**

- ü Provide estimating support for Business Unit Purchasing function
- ü Prepare quantity take-offs as needed
- ü Create material and labor estimates for selected new home designs
- ü Assist in validating Trade Partner price proposals