

## **PREFAB PURCHASING AGENT**

Marmol Radziner Prefab, a design-build practice encompassing Prefab Design and Construction, seeks a **Purchasing Agent** for our Prefab team. The majority of your work will focus on residential prefabricated design.

See our websites for further information, <http://www.marmolradzinerprefab.com/> and <http://www.marmol-radziner.com/>

### **Description:**

Source vendors, negotiate pricing, and purchase job related construction materials.

### **Essential Duties and Responsibilities:**

- Assist in the development of a production estimate itemizing all required materials and quantities per the plans and specifications.
- Draft and implement a procurement schedule based on vendor lead times and time contingencies.
- Purchase construction materials from qualified vendors in accordance with the procurement list and schedule.
- Establish vendor relations and negotiate pricing and quantities per the requirements of the project specifications and budget.
- Draft and execute vendor purchase orders within "Master Builder" accounting software.
- Follow up with vendors for timely execution of all purchase orders in accordance with the procurement schedule.
- Differentiate taxable and non-taxable purchases and track accordingly.
- Troubleshoot vendor errors and returns.
- Coordinate with the Estimator to buy against the budget.
- Coordinate with the Estimator and Project Engineer to clarify any procurement issues.
- Distribute and log copies of all executed purchase orders to the Inventory and Logistics manager for receipt.
- Coordinate with Inventory and Logistics Manager to verify that all purchased material was received and all details involved.
- Coordinate with Accounts Payable regarding the payment of all purchase order invoices.
- Coordinate with the Contracts and Purchasing Manager regarding changes to the original procurement list and schedule.
- Process Material Order Requests from Floor Leads for the purchase of miscellaneous items.

### **Requirements:**

Four-year college degree in engineering or architectural related curriculum, plus minimum 3 years purchasing experience. Complete understanding of project estimates, clarifications and assumptions, schedules and logistics. Familiarity with accounting principles. Proficient at reading and interpreting drawings, specifications, bid documents. Strong background knowledge of contracts, costs, scheduling, estimating, and construction means and methods. Excellent computer skills and familiarity with Microsoft office suite programs, knowledge of Master Builder desirable.

To apply, email your cover letter, resume and work samples – include both academic and professional – to the contact information below. Please keep digital files under 3MB.

**No calls please.**

**Erik Sollom**

**Marmol Radziner Prefab**

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