

Construction Purchasing Manager

Texas Construction Company – Austin, Texas

Established in 1996, Texas Construction Company is one of Austin's most respected architectural building contractors. We specialize in major remodels and new home construction to create the residences envisioned by our clients and their architects. The company has been recognized numerous times on local and national levels and is regularly featured on local home tours. Find out more about us at www.txconstruct.com.

Job Summary

Texas Construction Company is currently seeking candidates for an excellent opportunity as the company's Construction Purchasing Manager reporting to the Director, Pre-Construction. The selected candidate will manage all construction purchasing activities for subcontracting and the placement of orders for contractor-purchased materials and direct project overhead. This person will solicit and negotiate qualified written bids at the best value; and coordinate with our Construction and Accounting departments to ensure purchasing and payment accuracy.

Job Responsibilities

- Trade base directory maintenance
- Requisitions review
- Bid list creation
- Intent-to-bid calls
- RFQ package distribution
- Pre-bid conferences
- Submission status tracking
- Quotations
- Results notifications to all bidders
- Subcontract and PO execution
- Three-way matching
- Invoice approvals and trade disputes resolution

Core Competencies

- Purchasing best practices
- Governing laws
- Construction and trade base knowledge
- Relationships building
- Negotiation
- Judgment and decision making
- Attention to detail and follow through
- Reading and math skills
- Written and verbal communication

- Intermediate fluency in Spanish, preferred
- Computer literacy
- Integrity

Education & Experience

- Bachelor's Degree in Business or related field
- At least 5 years of construction procurement, purchasing, or buying experience
- Professional purchasing associations and certifications

Other Information

- Full-time employment
- Competitive compensation based upon experience
- Health, dental, and vision insurance reimbursement; SIMPLE (IRA) plan; annual vacation/sick day per-pay-period accruals; and company holidays
- Company-standard expense reimbursement rates for business use of personal vehicle and cell phone

To Apply

We are seeking exceptional candidates who are interested in building their careers with us. If this position best fits your experience, strengths, and passion for construction purchasing, we welcome your application. Please e-mail a resume, cover letter, and salary history for the last three years to careers@txconstruct.com. Please indicate where you learned about this opportunity and use the subject line "Construction Purchasing Manager".

Texas Construction Company is an equal opportunity employer committed to inclusive hiring and dedicated to diversity in its workplace and staff.