

WHY LOMBARDO?

Choosing a place to work is a big deal. You spend 40 hours each week at work, so you want to love what you do. We get it. When telling you why you'll love working at Lombardo Homes, we could list all of our statistics and accomplishments... but everyone does that, right?

Here's the real reason you'll love working at Lombardo: we're a family. We're family owned and operated, yes, but our entire team is a family. We appreciate and care for our team members and trade partners. When our team members succeed, we all succeed; when they struggle, we pitch in to build them back up. This is the Lombardo way.

WHAT YOU'LL DO

The quick overview

Lombardo Homes is looking for a Purchasing Agent to join its team in O'Fallon. The Purchasing Agent will assist in the management of all aspects of the Purchasing Department, including vendor management, supply chain management, product development, and custom options.

The nitty-gritty stuff

- Assist in the management of the purchasing and estimating activities within the division.
- Assist in the development of an accurate budget, committed and actual cost estimates for home construction (brick & mortar costs), as well as maintain an accurate future cost projection system.
- Collaborate with accounting and operations departments to ensure that all purchasing activities are accurately recorded and that all records are up-to-date.
- Assist in the development and maintenance of option cost and option pricing and maintain floor plan budgets for accounting, delineating base and option cost.
- Develop and evaluate subcontractor performance and workload regularly.
- Negotiate the purchase of all labor and materials.
- Maintain floor plan budgets for accounting, delineating base and option cost.
- Assist in the management of all contract documents and co-facilitate new contractor orientations.
- Develop and maintain relationships with trade partners, and resolve contractor issues related to contracts.
- Meet with customers when required and present information relating to base house and option features.
- Develop and maintain standard specifications for each custom home.
- Review invoices and reconcile with home budgets and vendor bids. Approve for payment if correct.

WHAT YOU NEED

- A high school diploma is required. Bachelor's degree in business, finance, construction management, or project management is preferred.
- A minimum 5 years' experience in residential purchasing and estimating or a related field (construction preferred).
- A full understanding of the elements of effective negotiating, including win-win negotiations.
- Ability to read and understand house plans, engineering plans, specifications, and geological reports.
- Proficiency in Microsoft Excel, Word, and Outlook.
- Preferred knowledge of purchasing and estimating systems, including but not limited to FAST/Builder Management Systems.

WHAT WE'LL GIVE YOU

- Competitive salary with annual bonus potential.
- 401k with company match.
- Company-provided life insurance.
- Full benefits package including health, dental, vision, FSA, long-term disability, voluntary life insurance, accident insurance.
- Company-sponsored employee events.