

## 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 all pitch in to build them back up. This is the Lombardo way.

## WHAT YOU'LL DO

### The quick overview

The Estimator will assist in the management of all aspects of the Purchasing Department, including: gathering and supporting costs associated with custom options; vendor management; ensuring Lombardo Homes is buying at competitive pricing; implementing cost-saving initiatives; budgets; and ensuring all purchasing and estimating activities positively reflect high customer satisfaction standards. Ideal candidates will have excellent communication skills, as they need to maintain a full circle of communication with all functional departments at all times. (Nobody is an island!)

### The nitty-gritty stuff

- Assist with the management of the purchasing and estimating activities within the division.
- Assist in the development and maintenance of option cost and option pricing.
- Monitor and evaluate subcontractor performance and workload regularly.
- Assist in the management of all contract documents, including preparing plans and documentation for Bid process.
- Co-facilitate new contractor orientations.
- Resolve contractor issues related to contracts.
- Develop and maintain standard specifications for each custom home.
- Review invoices and reconcile with home budgets and vendor bids. Approve for payment if correct.

### The day-to-day challenges

- Managing multiple task and priorities on a day-to-day basis.
- Cost control and cost reduction pressures.
- Time management, completing tasks on time.
- Required large amounts of detail.
- Reacting to the needs of a fast-paced field operation.

## WHAT YOU NEED

- Five (5) years in residential home estimating.
- Previous experience with ERP system(s).
- Previous experience with Estimating software.
- Strong written, and spoken communication skills.
- Openness to change and a dynamic work environment.
- Ability to work both individually as well as in team environment.

## 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.