

CALIFORNIA PACIFIC HOMES JOB POSTING

POSITION: Purchasing Manager
LOCATION: Corporate Office, Irvine, CA

The ideal candidate will have at least 5 years of homebuilding purchasing experience.

Job Responsibilities:

- Manage all Purchasing functions
- Prepare and send out request for proposal bid packages for both onsite and offsite trades
- Analyze, negotiate, and execute contracts for onsite and offsite construction
- Prepare Purchase Orders and cost sheets for job starts; generate all contracts
- Perform cost per square foot and budget comparisons
- Maintain project budget during construction
- Set up rebate schedule for each job
- Monthly job cost meetings
- Value engineering, cost studies
- Contract document review and analysis

Minimum Qualifications:

- 5 years previous homebuilding purchasing experience
- Experience purchasing single family and multifamily product types
- Project development and purchasing experience in high end fast pace residential construction
- Contract negotiating, scope and specification writing
- Proficient in Windows, Outlook, Excel and Word

Special Experience Desired:

- Budgeting for all offsite improvements
- Purchasing for all offsite improvements
- JD Edwards experience

Typical Working Conditions

Office environment. Sitting for long periods of time; ability to operate office equipment, speak on the phone, and handle written communication.

This position description outlines the basic responsibilities and requirements of the position, however, it is not a comprehensive listing of all job duties. Duties and responsibilities may be reassigned or changed at any time by management.

California Pacific Homes offers an attractive benefits package including medical, dental, vision, life insurance, 401k plan, educational assistance, employee assistance program, and generous time off policies.

California Pacific Homes is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.

Position Title and Salary Commensurate with Experience.

Salary range: \$125,000 - \$165,000