

WHY CRANBROOK CUSTOM HOMES?

Choosing a place to work is a big deal. You spend multiple 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 Cranbrook Custom 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 Cranbrook: 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 Cranbrook way.

WHAT YOU'LL DO

The quick overview

We are looking for a Purchasing Agent with Cranbrook Custom Homes who will be responsible for analyzing bids and awarding contracts for labor and materials required to construct custom residential homes.

The basics

- Perform quality, detailed work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers, etc.
- Work effectively in a team.
- Work independently while understanding the necessity for communication and coordinating work efforts with other employees and organizations. Nobody's an island!

The nitty-gritty stuff

- Solicit bids from vendors, suppliers, and contractors for materials and labor required to build our custom homes.
- Continuously audit projects scope and change orders to ensure accuracy of Scope of Work.
- Qualify and analyze bids to ensure accuracy and full inclusion of scope.
- Reward contracts/issue Purchase Orders to awarded vendors/suppliers/contractors.
- Maintain relationships with existing trade partners and develop relationships with new trade partners.
- Onboard new trade partners.

WHAT YOU NEED

- Bachelor's Degree in Construction Management or equivalent field/office experience.
- 5+ years of field/construction experience is helpful.
- Excellent interpersonal and communication skills.
- Organized and detail-oriented and an ability to meet deadlines.
- Proficient in Microsoft Office (Excel, Word, Outlook).
- Buildertrend software experience is helpful.

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