

Location: Columbia, MO (Relocation from STL Market will be considered)

WHY LOMBARDO?

Choosing a place to work is a big deal. You spend much of 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 Purchaser/Estimator is responsible for managing the purchasing process for single family and multifamily projects, ensuring that all supplies, materials, and equipment are procured at the best possible price, delivered on time, and meet the quality standards required for the project.

The nitty-gritty stuff

- Develop and maintain relationships with trade partners, negotiate pricing and contracts, and evaluate their performance.
- Procure materials and labor required for residential construction projects and maintain inventory levels.
- Conduct cost engineering studies to identify cost savings and improve the efficiency of the purchasing process.
- Collaborate with accounting and operations departments to ensure that all purchasing activities are accurately recorded and that all records are up-to-date.
- Perform house plan takeoffs and estimates and utilize internal systems to improve efficiencies.
- Work with project managers, trade partners, and other stakeholders to ensure that all purchasing requirements are met.
- Stay informed on industry trends and new product developments to improve the company's purchasing strategies and practices.

WHAT YOU NEED

- 5+ years of experience in residential construction purchasing or a related field
- Proficiency in Microsoft Office products, including Excel, Word, and Outlook
- Bachelor's degree in business, finance, construction management, or a related field is preferred
- Excellent communication and negotiation skills
- Experience in the field of construction is preferred
- Ability to multitask & work in a fast-paced environment with strong organizational & problem-solving skills

WHAT WE'LL GIVE YOU

- Competitive salary with annual bonus potential.
- Paid vacation and sick days.
- 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.