

Purchasing & Estimating Specialist



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

The Purchasing & Estimating Specialist is responsible for preparing accurate cost estimates and executing trade partner purchasing to support new home construction projects. This role bridges estimating and purchasing by ensuring alignment between plans, scopes, pricing, and field execution.

This position owns the full cost lifecycle—from quantity take-offs and budgeting through bid management, vendor selection, and pricing maintenance—ensuring that what is estimated, sold, and purchased is complete, accurate, and buildable.

The nitty-gritty stuff

- Prepare detailed quantity take-offs and cost estimates for labor, materials, and subcontracted work
- Review architectural plans, specifications, and project documents to define full scope
- Validate estimates through field walks and coordination with construction teams
- Provide value engineering options to improve cost efficiency
- Lead bid efforts for new communities, plan revisions, and product updates
- Build and distribute complete bid packages aligned with plans and scopes
- Solicit, analyze, and compare trade partner bids for accuracy and completeness
- Maintain current trade partner pricing across all product and trade categories
- Work with Design and Product teams to ensure plans are constructible and properly priced
- Coordinate with Construction to validate scope, sequencing, and trade expectations
- Support integration of estimating and purchasing data into company systems
- Identify and resolve gaps in estimating, bidding, and purchasing processes
- Support budgeting, forecasting, and due diligence efforts
- Manage multiple projects and deadlines with strong communication and organizational skills

WHAT YOU NEED

- A high school diploma is required. Bachelor's degree in business, finance, construction management, or project management is preferred.
- Experience in residential purchasing and estimating or a related field (construction preferred).
- Strong understanding of construction methods, materials, and building practices.
- Ability to read and understand house plans, engineering plans, specifications, and geological reports.
- Proficiency in Microsoft Excel, Word, Outlook and estimating software (e.g., BuiDerTREND, PlanSwift, Bluebeam)

WHAT WE'LL GIVE YOU

- Competitive salary (based on experience)
- Opportunity for career growth within Purchasing, Estimating, and Construction Services
- 401k with company match
- Company-provided life insurance
- Full benefits package including health, dental, vision, FSA, long-term disability, voluntary life and accident insurance
- Company-sponsored employee events and team outings