

**Slotegraaf Construction** is a full-service, award-winning custom homebuilder and renovations company, passionate about quality homes and accountability to customers. Our clients are homeowners who appreciate well built homes – exceptional experience, great design, and maintaining time schedules are important to them. With over 40 years' experience we have earned a reputation for high calibre of craftsmanship and project management while giving our employees a family-oriented, inclusive place of employment. We are located in Cambridge, Ontario.

We are looking for a Purchasing Manager with construction knowledge to join our team. Reporting to the COO, and working in conjunction with field and office staff, you will be responsible for the procurement of materials for all projects in our residential and commercial construction companies. You will make sure materials and/or services are provided to site, on schedule and according to projected budgets. You will source the best materials and service providers. You will play a vital role in helping ensure the profitability of contracts by ensuring the most cost-effective and appropriate materials and services are purchased. Working collaboratively with the Project Managers will be a top priority.

Your primary responsibilities include, but are not limited to:

- With the aid of the Controller, design and implement internal controls over the procurement process.
- Drive consistent procurement and contracting practices across the organization.
- Research and purchase materials and services as required in conjunction with all projects.
- Obtain quotes, competitive prices, and negotiate with various vendors to secure best pricing for materials, while anticipating the impact changes to prices will have on project cost estimates.
- Assure proper authorization is obtained for requested purchases.
- Responds to requests from operations to obtain quotations for tenders, projects and customers.
- Along with project manager and design teams, reviews tender documents to ensure proper specifications are sent out with requests for pricing.
- Implement and maintain vendor agreements.
- Monitor and evaluate supplier performance related to price, quality, meeting deadlines and service quality.
- Provide daily management and delegation of tasks to the purchase coordinator.
- Efficient purchase order documentation.
- Checks invoices for orders placed.
- Supervises preparation of Purchase Orders, work orders and deliveries.
- Responsible for inventory management.
- Provide first-rate customer service to ensure a high level of customer satisfaction.
- Compare actual costs incurred during build projects to project estimates, foreseeing issues with cost overruns and communicate with PM/CM well before problems occur.
- Review and analysis of costs, processes, and materials to identify cost savings.
- Foster and maintain positive relations and communication with all staff.
- Research and recommend innovative and sustainable products for use in the building process

Qualifications:

- Excellent understanding of construction tools and materials. Experience working in construction industry and/or Construction Management Education or equivalent of technical training is required.
- Be a Certified Specialist in Supply Management or hold a similar degree in purchasing.
- Intermediate level computer skills when using typical computer software such as MS Outlook, MS Excel, etc.
- 5-7 years project procurement, supply chain, and/or general contractor experience.
- Ability to effectively manage multiple projects with different deadlines with strong attention to detail.
- Desire and ability to take full ownership of projects and produce high quality work.

- Strong work ethic with excellent organization, time management, and problem-solving skills.
- Strong team player; able to interact with all levels of management.
- Excellent written and verbal communication skills.
- Strong conflict resolution skills.
- Strong analytical and problem-solving skills.

To apply:

Please send your cover letter and resume to [hr@slotegraafconstruction.com](mailto:hr@slotegraafconstruction.com)