



Purchasing Agent

COMPANY OVERVIEW:

Olsen Anderson Construction (OAC) is an in-house general contractor for a Pacific Northwest real estate developer and home builder specializing in thoughtful, sustainable single-family, townhome, and multi-family communities.

WHO WE ARE LOOKING FOR:

OAC is seeking a reliable and mission-aligned Purchasing Agent to join our team. The right candidate will have the following experience, knowledge, skills and abilities:

- Required ability to adapt to a changing, fast-paced environment and handle multiple priorities routinely.
- Positive attitude and work ethic.
- Ability to work independently or as an active member of a team.
- Good interpersonal skills and communication with all team members.

POSITION SUMMARY:

The Purchasing Agent (PA) is responsible for purchasing and procurement of direct construction costs associated with vertical contracts. The PA is responsible for bidding, spreading, analyzing, negotiating, and awarding contracts to approved Trade Partners. Along with assembling and maintaining budgets, promoting simplification and executing process improvements initiatives. The Purchasing Agent will provide additional support as requested by the Construction Superintendent or Project Manager.

POSITION RESPONSIBILITIES:

The **Purchasing Agent** job responsibilities shall include, but not be limited to, the following:

Specifying

- Research new trades for capacity and cost effectiveness.
- For each new community, collaborate with Division associates on the development of product specifications commensurate with the competitive market requirements and simplification principles.
- Prepare and confirm with Purchasing Manager and Division leadership all specifications, amenities and options for a community or series of homes.
- Whenever possible, participate in value engineering, preliminary architectural reviews, feature & specification meetings, and model walks.

Budgeting

- Prepare direct construction cost estimates.
- Prepare the pre-bid line-item budget estimate and update bid analysis sheets for comparison to actual bids.
- Maintain budgets and report budget adjustments.

Bidding

- Work with the Director of Construction to develop a bid list with multiple qualified bidders per trade. Qualified bidders are determined through a prequalification process where construction



leadership participates in and consents to adding new bidders to both the master bid list and new community/re-bid lists. Review and receive construction/operations approval on qualified vendor lists each time a new community bid or rebid is conducted.

- Establish and hold trades accountable for meeting bid due dates.
- Prepare and distribute all onsite bid sheets and packages, including latest architectural plans, specifications, finish schedules, consultant reports, cover letter with bid due date, trade scopes of work, list of options and or alternatives, specific trade requirements, and sequence sheets.
- Obtain written bids for all quotations including production, option, and alternate pricing, bid concessions, model home discounts, and sales complex upgrades.

Analyze, Qualify, Negotiate

- Spread and compare bids for the cost of base house and optional offerings.
- Identify and resolve bid discrepancies with each bidder.
- Review and consider proposed substitutions.
- Obtain Division approval for all substitutions, revise and update scopes and product specifications to incorporate approved substitutions.
- Review all substitutions or scope of work changes with each bidder.
- Identify lowest qualified bidder and compare to line-item budget estimate.

Award Contract

- Prepare bid analysis and award recommendation summarizing the final bids for each qualified bidder.
- Review award recommendations with leadership and secure approvals in keeping with the award approval process.
- Reconcile leadership feedback and receive approved and signed award recommendation.
- Advise successful trade of award decision, notify all other bidders of award decision.

Contract Management

- Assemble required information to process base contract or change orders for substitutions, scope of work changes, code updates, etc.
- Transmit complete and accurate change order package to leadership review prior to processing.

Construction Cost Reporting

- Maintain and update vertical construction costs in monthly projection reports.
- As requested, prepare estimated inflation forecasts.

Cost Reduction & Management

- Track pricing for needed building materials, services, prevailing labor rates, and other related cost components for each assigned trade contract category.
- Update bid sheet to accurately reflect the cost components of each assigned trade contract category.
- Evaluate and compare bids to current and prevailing prices across projects.
- Qualify and negotiate trade costs based upon prevailing prices.
- When specifying, review and apply all national accounts, points, and rebate programs.
- Advise immediately of substantive changes or variation from the approved Construction Cost budget.

Administrative

- Obtain required information (cut-sheets, samples, specs, etc.) from manufacturers, suppliers, and trades to facilitate the work of contract administrators, sales, field supervision.



- Check all work products for accuracy.

Trade Relations

- Assist construction management in resolving Trade Partner issues.
- Maintain professional, win-win working relationships with Trade Partners through honest and open exchange of information and ideas.
- Participate in Trade Council meetings and committees.
- Participate in industry / trade associations; maintain contacts.
- Assist accounting administrator in managing Trade Partner adherence to insurance requirements.

POSITION AND HOURS:

- Normal business hours are 8:00 am to 5:00 pm Monday through Friday.
- This is a non-exempt, part-time or full time position, with the option of hybrid working.

COMPENSATION AND BENEFITS:

OAC offers competitive salary or hourly wage and a benefits package for qualified individuals, including medical and dental insurance for employees, paid time off and sick leave, 401(k) employer contribution, as well as a commitment to professional development and growth.

NEXT STEPS:

Interested candidates should submit their resume and cover letter on our Careers Page Portal or to careers@olsenanderson.com. In your cover letter, please address the following questions: Why are you interested in working at Olsen Anderson Construction; what applicable experience and skills would you bring to this role, specifically related to construction and/or home building; and what do you hope this role could offer you to continue growing in your professional career?

At Olsen Anderson Construction, diversity, equity, and inclusion are integral to achieving our mission. We are committed to building and sustaining a diverse team of individuals that is representative of the communities we serve. Our values provide the foundation for an inclusive and equitable work environment where cultural diversity and individual identities are celebrated and valued.