

Construction Purchasing/Procurement Manager

West Coast Opportunity

New City Contracting Ltd. has been providing quality workmanship in building maintenance and renewal in the Lower Mainland for over two decades. We provide extensive building maintenance services including Waterproofing, Building Envelope Renewal, and both Exterior and Interior Painting. We have an outstanding track record in the complete maintenance of private and public buildings, high-rises and low-rises including strata's, multi-unit townhouse complexes, office towers, retail stores, parkades, hotels, warehouses and restaurants.

Despite world economic and industry challenges, New City Contracting Ltd. continues to be successful in almost every category with growth every other year since our inception in 1997. This steady growth means we are now looking for an experienced Purchasing Manager.

JOB DESCRIPTION SUMMARY

The basic function of the Purchasing Manager is to procure, expedite and schedule deliveries of materials and services to jobsite.

DUTIES INCLUDE (but not limited to):

- Maintain and implement construction proforma / budget for each project
- Negotiate pricing contracts with subcontractors and suppliers
- Create scopes of work
- Issue purchase orders for procurement and expedition of materials and equipment for jobs
- Meet subcontractors and suppliers on-site as necessary
- Ensure compliance to project budgets and provide analysis of deviations
- Ensure accurate takeoffs to ensure budgets are accurate
- Research new materials for design and cost savings
- Maintain subcontractor and supplier insurance policies
- Develop and implement new purchasing strategies to deliver ongoing cost reductions and process simplification
- Maintain relationships with subcontractors and suppliers
- Establish new relationships with subcontractors and suppliers to ensure adequate resources for all projects and to continually improve pricing and quality of work
- Assist in ensuring awareness and company compliance to all building codes and local construction guidelines
- Assist in maintaining company quality control program
- Leverage technology, safety measures, and information sharing to increase productivity and profitability
- Assist in settling invoice or contract disputes
- Handle change order requests
- Forecast upcoming demand
- Maintain sub/supplier information on company online management systems
- Manage materials/equipment inventory

REQUIREMENTS

Applicants must be permanent residents of Canada to apply for this position.

Education

Required: High School Graduate
Preferred: College or higher

Experience

Required: Five (5) years in the construction business, much of which has been in purchasing.
Preferred: Ten (10) years in the construction industry with experience in engineering or estimating purchasing with a building envelope firm in construction or maintenance area.

Applicants must have the following skills and knowledge:

- Ability to read and understand construction plans
- Ability to accurately describe and assess the status of a construction project and be ready to provide possible solutions when necessary
- Excellent communication skills and ability to communicate with subcontractors, suppliers and clients
- Excellent negotiation skills
- Excellent problem solving abilities and experience with complex transactions with little supervision
- Excellent computer skills and the willingness to learn company created software for managing projects
- Excellent time management

The ideal candidate will be personable, professional, be detail oriented and comfortable communicating and negotiating with subs/suppliers.

Aside from providing an environment for growth and achievement, you will join a solid and professional team. We are driven, social and vivacious. Each one of us can genuinely say we enjoy every day at work, even the most challenging ones.

Email recruitment@newcitycontracting.com your resume and cover letter including why you are best in your class. Only successful applicants will be contacted for interviews.