



JOB TITLE: Purchasing Coordinator

DEPARTMENT: Supply Management

REPORTS TO: Purchasing Manager

LOCATION: Austin, Texas

SALARY: Dependent upon experience

FLSA STATUS: Non-Exempt

SUMMARY: The Purchasing Coordinator performs community coordinator functions working with internal departments and external contacts to ensure all deadlines for building plans and permits are met. Duties may also include procurement and analysis of bids/pricing from Newmark vendor base for both new and existing product including all associated data entry and maintenance.

DUTIES AND RESPONSIBILITIES:

- Community coordinator duties as assigned i.e. Change order/selection sheet processing, prepare start pack materials, including blueprints, plot plans etc.
- Design Center documentation preparation and entering of Design Center info when received back from Design Center and/or after audits.
- Continually improve upon data setup in HSP/AS400 system.
- Procure and analyze new bids and/or pricing from Newmark Vendor Base for new and existing product.
- Analyze and compare various vendor pricing.
- Analyze takeoff requests from field superintendents.
- Data Entry and Maintenance for all Newmark budgetary items.
- Perform ongoing detailed cost analysis across entire Newmark Product Line.
- Work with Newmark vendor base on all product changes.
- Analyze reports to identify improvements for costing purposes.

SUPERVISORY RESPONSIBILITIES:

- This job has no supervisory responsibilities.

QUALIFICATIONS:

- 2-3 years' experience in residential home construction preferred.
- Must be analytical and have data analyst skillset.
- Excellent communication skills.
- Ability to read and interpret blueprints.
- Experienced in Database Systems i.e. AS400/JD Edwards
- Computer skills required: Microsoft Office Suite.

- Bachelor's Degree (BA) from four-year college or university, or one to two years of related experience and/or training, or equivalent combination of education and experience.

COMPETENCIES:

- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Analytical** - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Occasionally required to stand.
- Occasionally required to walk.
- Continually required to sit.
- Continually required to utilize hand and finger dexterity.
- Frequently required to talk or hear.
- Occasional exposure to outside weather conditions.
- While performing the duties of this job, the noise level in the work environment is usually quiet.
- Specific vision abilities required by this job include: Close vision, Depth perception and ability to adjust focus.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.