ASSISTANT PURCHASING AGENT

Posting ID: IN18304543
Company: KB Home
Position Type: Full-Time
Company Website: https://www.kbhome.com/
Work Location: Las Vegas
Salary: $15/hr- $17 /hr
College Major(s): Construction Management (CEM)
College Level(s): Undergraduate-Senior, Graduate Student

OVERVIEW

This position is responsible for day-to-day Purchasing tasks and works closely with Architecture, Sales/Marketing, Studio, and Operations team members. Purchasing department manages supply chain to obtain quality materials and services on time at the best prices. This team interacts with internal and external personnel to communicate expectations and resolve concerns.

Roles and Responsibilities

Bidding, contracting, negotiating
- Set up communities to bid and contract
- Generate and verify material take offs
- Review/analyze proposals and negotiate costs
- Review plans, research product specifications evaluate/process contracting changes
- Ensure compliance with Energy Star and code updates

Vendor management
- Confirm vendor compliance with plans, specifications, QCC's, and contracts
- Troubleshoot vendor/supplier/production issues
- Resolve payment issues
- Qualify new vendors

Miscellaneous
- Organize and archive Purchasing documentation
- Interact with all levels of internal/external customers, in a professional manner
- Manage time to most effectively meet the department’s goals
- Meet deadlines with complete and accurate information

Education and Qualifications
- Bachelor’s Degree and/or applicable work experience in related field
- 2+ years of General Office Organization, Contract Administration, Administrative Assistance experience
- Purchasing experience / Construction knowledge preferred

Marian Mason | Internship & Career Services Coordinator | coecareer@unlv.edu | https://unlv.edu/engineering/jobs
UNLV, Howard R. Hughes College of Engineering
Preferred Skills
- Must be able to multi task, prioritize, and meet deadlines, high level of organization required
- Need to have the skills required to analyze and make recommendations
- Need to possess strong communication and problem solving skills with the ability to negotiate contracts
- Must have strong mathematical and statistical aptitude
- Strong ability to work within a team-setting, inclusive of others ideas, and a willingness to cooperate
- Proficient in Microsoft Word and Excel (basic formulas such as VLOOKUP)

How to Apply
Please submit resumes to: sloomis@kbhome.com