

PURCHASING AGENT JOB OPPORTUNITY

Posting ID: E050916

Company: Ovation

Website: www.molaskyco.com

Job Title: Asst. Purchasing Agent

Work Location: Las Vegas

Position Type: Full-Time

Salary: \$40-\$45k

College Major(s): Construction Management

College Level(s): Graduate

OVERVIEW

Ovation is a local multifamily apartment developer and management company. We currently manage 21 properties totaling 5,671 apartment units in Las Vegas, of which 18 were developed/constructed by the company. We currently have 2 apartment projects that are in lease-up and nearing completion (Elevate and Aspire Apartments), 2 projects we just broke ground on at the beginning of the year and 5 projects in our pipeline, scheduled to begin over the next year and half. We are the GC for our development projects and because we are actively developing, we need to bring on additional help.

Roles and Responsibilities

The assistant purchasing agent is responsible for assisting purchasing agent generate subcontracts for the general contractor of multi-family apartment projects. The position requires a highly organized, motivated, energetic, self- starter who will go the extra mile to get things done. The candidate should have excellent written and verbal communication skills; the ability to perform comfortably in a deadline-oriented work environment; the ability to successfully execute many complex tasks simultaneously.

Assist preliminary conceptual estimate based on preliminary plans. • Take offs of all building components including, site work and wet and dry utilities. • Assist preliminary estimate of construction costs. • Assist preliminary budgets of construction costs. • Assist in value engineering. • Assist preliminary bids – organizing and managing project buyout including bid packages and creation of subcontract scopes. • Assist in writing final subcontracts, scopes of work, and material purchase orders and negotiate these documents with each Subcontractor or vender/supplier. • Assist establish final hard cost and construction, general conditions budgets. • Subcontractor change orders. • Assist develop and maintain bid calendar and coordinate with project managers and plans divisions • Assist oversee a filing system to keep both hard copy and electronic files for all construction CSI divisions, amenities, and all related construction activities. o Purchase order logs. o Transmittal logs. o Shop drawing logs. o Shop drawing approvals. o Job closeout. o Warranty and maintenance manuals. o Non product development. o Historical budget comparisons and cost estimates.

Qualifications and Education Requirements

Preferred candidates will have a 3.0 or greater GPA and graduate with a construction management, architect or engineering degree within the next 18-month

Where To Apply

Please send resumes to Reiner Santana, President: reiniers@ovationdev.com