



Touchstone Communities, a major land developer based in San Diego, is actively seeking a full-time **Purchasing Agent – Land Development** to join our team. The Purchasing Agent will have the full day-to-day responsibility for his/her assigned land development projects and will report directly to the Senior Project Manager.

Purchasing Agent Responsibilities:

- ❖ Build and maintain effective relationships with trade partners in order to meet bidding and production requirements.
- ❖ Create scopes of work for land development projects based on project plans and technical reports, existing and anticipated municipal regulations/requirements.
- ❖ Initiate bid events with subcontractors, perform bid analysis, and create/compile contract confirmations.
- ❖ Negotiate trade contractor agreements; scopes of work, buyout, scheduling, etc.
- ❖ Identify and take advantage of opportunities to enhance project profit margins through strategic purchasing.
- ❖ Coordinate with superintendents, designers, and subcontractors.
- ❖ Assist with utility contracts, meetings, and scheduling.
- ❖ Communicate and collaborate with members of management and staff within the company.
- ❖ Adhere to company safety, operations and regulatory compliance policies, practices and procedures.
- ❖ Perform industry research to ascertain the best products, suppliers, delivery schedules and quality.
- ❖ Manage invoice and payment processes.
- ❖ Lead bid walks and field meetings, as necessary.

Purchasing Agent Requirements:

- ❖ Bachelor's degree in related field.
- ❖ 5+ years of purchasing experience within land development. Field experience is a plus.
- ❖ Ability to read improvement plans with a high degree of understanding; proven ability to recognize and resolve plan implementation conflicts.
- ❖ Ability to perform quality control review of all improvement plans.
- ❖ Strong construction knowledge (technical activities and processes).
- ❖ Proficient in Microsoft applications including Word, Excel and Outlook. Working knowledge of Microsoft Project is a plus.
- ❖ Highly analytical, in terms of quantitative (mathematical) and qualitative (trade quality assessment).
- ❖ Flexibility to wear many hats for the overall goals of the company.
- ❖ Position requires sitting, walking, standing, and project visits (standing, climbing stairs/ladders, etc.).
- ❖ Local travel required

Interpersonal skills

Excellent communicator, self-starter/proactive and highly motivated, task oriented, structured and organized, team oriented work ethics, ability to work under pressure and achieve excellent results, ability to learn tasks quickly and take on a variety of tasks, good time management skills with ability to work independently to plan and prioritize workload

Benefits

Touchstone Communities offers a competitive compensation package including Health Insurance, PTO, Vacation Pay, and Retirement Plan.

Interested parties please send cover letter and resume, including salary expectations, to:

Careers@TouchstoneCommunities.com

No Calls – No Recruiters/Agencies please.