



Purchasing Manager - Job Description

Company Summary:

Onyx+East is a homebuilder that delivers well-crafted and designed homes in urban settings. We focus on building in walkable, lasting locations ensuring each property provides comfort, livability, convenience, and practicality. We are committed to serving our clients through offering a quality project, maintaining transparent communication, and encouraging a relationship, rather than a mere partnership. We are thinkers. We are visionaries. We are envelope pushers. We work towards ensuring our residents live with a sense of comfort, community and sustainability.

Job Summary:

The Purchasing Manager position is a member of the Operations team, including Construction, Operations, Purchasing, Production Services, Design Studio, and Architecture. The Purchasing Manager's primary role is within the Operations and Purchasing functions managing our business partnerships within each division. The role will work with leadership and management to apply strategy, drive execution, and improve business results that align with the responsibilities of the role, including quality, cost, capacity, customer experience, and other items. The Purchasing Manager will play a key role in driving innovation in plan design, products/options, and other areas consistent with company goals. The position will partner and collaborate with all functional areas to drive and support project success.

Key Job Duties and Responsibilities:

- Partner with leadership and internal team to build and manage trade partnerships to support Onyx+East business. Ensure that all trade partners align with divisional strategies, business objectives, and company culture.
- Work across functions to continually improve trade partnerships and overall execution, including quality, cost, capacity, and customer experience.
- Demonstrates leadership in all initiatives, interactions, and relationships that are consistent with Onyx+East values and business strategy.
- Deliver key components and participate in the development of project feasibility analysis and budgets for all product lines in development.
- Ensure proactive cost management strategies and continual communication with team regarding cost risks and opportunities. Participate in development of annual margin plan and lead initiatives to drive margin and variance improvement. Partner with team on all cost and budget reporting.
- Participate in value engineering process with internal team and external partners to ensure product design drives style and design while balancing cost efficiency.

ONYX+EAST®

- Manage Purchasing function to support various product types including single family detached, townhome, courtyard, flats building, and other product types.
- Play a key role in driving innovation in product, plan design, lifestyle design, sustainability, wellness, technology, and other items consistent with company goals and objectives.
- Partner with internal team to drive product and option lineup to deliver product innovation at a compelling value.
- Participate/manage/lead various components of pre-construction and project launch process, including plan set review, project analysis, site development and phasing, bid process, standards and specifications, budgets, internal and external project design and collateral, vertical construction, and other key elements of launching projects.
- Partner with team to manage all aspects of trade partner onboarding and ongoing performance, including general orientation, contract documents and pricing, schedule, operational processes, quality, and warranty.
- Ensure all trade partner and budget information is provided to Production Services to support timely and accurate project budget and execution. Provide timely and thorough communication of budget, product, trade, and other changes.
- Develop local and national rebate programs, partnering with key manufacturing and distribution companies to create compelling partnerships and drive value.

Experience and Skill Requirements:

- Bachelor's Degree in construction management or related field.
- 5+ years proven experience in single family, multi-family, and/or commercial construction operations, including purchasing, construction, estimating/budgeting, project management, and/or pre-construction preferred.
- Leadership, management, and business relationship management capabilities.
- Strong project management skills.
- Excellent communication, organizational, and planning skills.
- Collaborates well across functional areas.
- Strong analytical skills and budgetary experience.
- Balanced strategic, creative, organization, and execution orientation.
- Understanding of product and process within the construction industry.
- Ability to travel preferred.

Position Reports to: Vice President Operations