



Director of Purchasing - 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 Director of Purchasing is a member of the Operations team, including Site & Vertical Construction, Operations, Purchasing, Production Services, Design Studio, and Architecture. The Director of Purchasing's primary role leading internal Purchasing and Production Services functions as well as leading external trade partnerships within the division. The position will work with leadership and management to create strategies and drive execution to deliver business results. The role will partner and collaborate with all functional areas to drive and support division and project success. The Director of Purchasing is a key member of the leadership team within the division market and will be responsible for growing and developing the division's operations, people, and culture.

Key Job Duties and Responsibilities:

- Provide overall leadership and management for Purchasing and Production Services functions, building a team to support overall division operations.
- Key member of division leadership team, responsible for growing and developing the division's operations, people, and culture.
- Lead and manage trade partnerships to support Onyx+East business, partnering with leadership and management across functions. Ensure that all trade partners align with divisional strategies, business objectives, and company culture.
- Drive continual improvement in trade partnerships and overall execution, including quality, cost, capacity, product innovation, and customer experience.
- Demonstrates leadership in all initiatives, interactions, and relationships that are consistent with Onyx+East values and business strategy.
- Lead overall budget management, ensuring plan and project budget accuracy. Deliver key components and participate in the development of project feasibility analysis and preconstruction budgets for all product lines in development.

ONYX+EAST®

- Ensure proactive cost management strategies and continual communication with team regarding cost risks and opportunities. Participate in development of annual margin plan and in initiatives to drive margin and variance improvement.
- Participate in value engineering process with internal team and external partners to ensure product design drives style and design while balancing cost efficiency.
- Manage internal and external processes 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 items consistent with company goals.
- Partner with internal team to drive product and option lineup to deliver product innovation at a compelling value.
- Lead/manage/participate in various components of pre-construction and project launch process, including plan set review, project analysis, phasing, bid process, standards and specifications, budgets, vertical construction, and other key items.
- Lead Purchasing and Production Services efforts to rollout key project information across all functional areas.
- Oversee all aspects of trade partner onboarding and management, including contract documents and pricing, schedule, operational processes, quality, and other items.
- Develop local 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, business, 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: Senior Director of Operations