

Job Description

Title: Senior Estimating & Purchasing	ID:
Department: Purchasing	Location: Indianapolis
Division: Signworks Indianapolis	Reporting to: General Manager
FLSA Classification: Exempt	Employment Type: Full Time
Created Date: 12/22/16	Version: 1.0

Position Summary

The estimating and purchasing director is responsible for developing cost estimates on projects, including the preparation and coordination of full estimates on large and complex bids for orders and projects as required by client's documents to provide complete conceptual and/or total bid price. Interacts with suppliers to maintain pricing and delivery scheduling.

Essential Duties and Responsibilities

- Coordinate order status reports from suppliers and traces any delinquent arrivals.
- Secures and analyzes quotations and recommends suppliers with respect to cost, quality and delivery competitiveness for assigned responsibilities.
- Executes takeoffs of construction documents, design files, and specifications and inputs takeoffs into a computer spreadsheet or database.
- Works closely with the Design Department to ensure accurate documentation of projects to be manufactured.
- Communicate professionally and courteously directly with suppliers in relation to order processing as required to resolve issues and receive order acknowledgements.
- Interviews and confers with current and prospective suppliers to determine supply capabilities, and transportation logistics; negotiates prices and delivery terms with guidance from a senior buyer or the director of purchasing for assigned responsibilities.
- Prepares & reviews work orders and jobs for production. Initiates purchase orders and amendments for parts, services and/or special tools; arranges for submission and inspection of sample products as required; maintains close coordination with production manager to ensure timely execution of product and services sourcing activities. Works closely with receiving department to ensure proper supplies arrived.
- Prepares cost analysis in computer by recapitulating material, labor, equipment, subcontractor and overhead costs incurred in the installation of items.
- Informs the immediate supervisor of any observed inaccuracies or omissions in quoted items or computer database.
- Develops and maintains resource information including supplier pricing on products, vendors, subcontractors, government requirements, etc.
- Meet with Sales Staff as needed to answer questions about the drawings.
- Price and prepare change orders and communicate changes with the necessary staff and vendors.
- Attends departmental meetings as required.
- Photocopies/Scans documents and plans.

Core Competencies

- Problem Solving.
- Collaboration Skills.
- Communication Proficiency.
- Ethical Conduct.
- Business Acumen.
- Organizational Skills.
- Project Management.
- Time Management.

Skills and Abilities

- Ability to establish priorities, work independently, and achieve objectives without supervision.
- Positive attitude, time management, detail oriented traits, and multi-tasking skills.
- Ability to work with various personality types.
- Valid Driver's License
- Predictable and consistent behavior with Attitude, Attendance, and Performance.

Education & Experience

- Minimum of High School Diploma or Equivalent
- College Degree Preferred
- 3-5 Years Experience in a related or similar role.

Employee Statement of Understanding

I have read and understand the job description for my position. I am able to perform all the essential functions of this position.

I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or the standards to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.