



Purchasing Agent

Warmington Apartment Communities, Inc. – Las Vegas, NV

Warmington Apartment Communities, Inc. is looking for a Purchasing Agent with experience in construction purchasing for single and multi-family residential. The ideal candidate will have a minimum of 3 years of experience in the Las Vegas, NV or Phoenix, AZ market(s). The position is located in Las Vegas, NV.

Responsibilities

- Estimating new project costs
- Creating bid specifications
- Soliciting bid proposals
- Maintaining bid estimate spreadsheets
- Negotiating final contract costs
- Crafting scope of work
- Actively seek out new vendors and subcontractors with new and alternative products that work within set budgets
- Develop profitable purchasing strategies
- Assess supplier profiles and analyze offers
- Prepare and implement effective negotiation tactics
- Manage relationships with key suppliers to maintain quality of goods, timely delivery and compliance to terms of contracts
- Review supplies to ensure quality

Skills

- Proven experience as a purchasing agent
- Demonstrable experience in negotiating prices and terms and conditions
- Knowledge of market research, data analysis and purchasing best practices
- Proficient with MS Office & Excel
- Excellent communication and interpersonal skills
- A strong analytical mindset
- Outstanding organizational skills

We offer competitive salary with benefits.

Schedule:

- Monday to Friday

Benefits:

- Health/Dental/Vision insurance
- Paid time off