Havenhill Homes is a custom home builder located in Bountiful, Utah. We are seeking an analytical, detailed, responsible, and self-driven residential construction purchasing manager. You’ll be responsible for the following tasks: prepare and monitor construction budgets; establish construction specifications; identifying and projecting costs for each project; review and approve invoices for construction draws; obtain bids from vendors and subcontractors by specifying materials; identify, hire and maintain qualified subcontractors; negotiate pricing; maintain database of all pricing and bidding information; perform quantity takeoff and estimate cost of applicable trades; prepare change orders and adjust budget accordingly; and ensure good communication of budgets and changes to the field. Candidate should have (i) strong communication and team skills; (ii) experience, training, or education in construction estimating; and (iii) good computer skills (especially Excel, Blubeam, and Microsoft Office). This is a fantastic opportunity for someone who wants to be involved in all stages of a successful custom home construction company. The position offers competitive compensation (based upon skills and abilities), including employer matched retirement plan, cell phone compensation, and a group health plan.

Please submit all questions and resumes to dfowler@havenhillhomes.com.