



JOB POSTING

Job Title: Purchasing Assistant
Status: Full Time, Non-Exempt
Hours: M-F, 8:00 a.m. – 5:00 p.m.

Overview:

Contract processing for Purchasing Department including input, routing, tracking, follow up of contracts and insurance certificates, change orders, option pricing, addendums, AEW's, PO's, RFI's, Bulletins, contract bid packages, bid lists, sub lists; set up and maintain electronic contract files, etc.; administrative support to department and Purchasing Agents as needed.

Major Responsibilities/Activities:

- Commitment input of Contracts, Change Orders, Option Pricing, Addendums, AEW's, PO's.
- Administrative responsibility for routing, tracking, follow-up, maintenance and distribution of all input documents, and related reports.
- Preparation, distribution, tracking and maintenance of RFI's and Bulletins.
- Preparation, distribution, tracking and maintenance of contract bid packages, bid lists, sub lists.
- Call and follow up with trade contractors.
- Set up and maintenance of electronic contract files, etc.
- Trade insurance certificate collection, input, and tracking
- Electronic filing and scanning as needed by Department.

Qualifications

- 2-4 years of relevant work experience.
- Proficient in MS Word, Excel and Outlook.
- Detail oriented with strong follow through and organizational skills.
- Self-motivated individual who can meet the challenges of a document-intensive environment.
- Able to multi-task and to accept and adapt to change quickly.

Special Experience Desired

- Background and experience in residential construction.
- J.D. Edwards
- Accounting/Purchasing experience.
- Working with Procore or similar web-based plan distribution applications.

Physical Description

This is an office position that requires sitting for long periods of time, operating computer and other office equipment, data entry, typing.

This position description outlines the basic responsibilities and requirements of the position, however, it is not a comprehensive listing of all job duties. Duties and responsibilities may be reassigned or changed at any time by management.

California Pacific Homes offers an attractive benefits package including medical, dental, vision, life insurance, 401k plan, educational assistance, employee assistance program, and generous time off policies.

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