



## Purchasing & Vendor/Subcontractor Manager

Enfort Homes – Kirkland, WA

### We:

Love real estate and are passionate about building & developing the highest quality new construction homes in Kirkland, WA. We have a tight-knit culture and we work closely as a team, setting high standards for all our construction projects and our chosen subs.

### You:

You are a skilled negotiator with a strong command of contracting best practices, bringing deep knowledge of residential construction scopes and pricing. You excel at clear communication, meticulous documentation, and structured organization, ensuring seamless coordination across multiple projects, vendors, and tight deadlines.

### The Job:

The Purchasing and Vendor/Subcontractor Manager is responsible for sourcing, contracting, and facilitating performance of vendors and subcontractors across all projects. This role ensures that scopes, pricing, compliance, and performance standards are fully aligned with company goals. Success will be measured by vendor/sub performance, project timeline impact, and internal stakeholder satisfaction.

This role is critical in building a reliable vendor/subcontractor network, ensuring consistent execution standards, and supporting cost-effective project delivery.

### Performance Expectations:

#### **Vendor/Subcontractor Management and Facilitation**

- Maintain and grow a qualified vendor/subcontractor network to meet project demands.
- Facilitate clear onboarding, contracts, compliance documentation (licenses, insurance, W-9s, etc.).
- Manage vendor/sub performance scorecards (quality, safety, timeliness, responsiveness).
- Serve as the first point of contact for performance issues and dispute resolution.

#### **Success Metrics:**

- 100% of active vendors/subs have current compliance documentation.
- 90%+ of vendors/subs meet quality and schedule expectations per project feedback forms.
- Less than 5% vendor/sub turnover rate annually due to dissatisfaction.



## **Purchasing and Contracting**

- Develop and issue purchase orders and subcontract agreements based on project needs.
- Negotiate pricing, terms, and scopes to achieve favorable cost positions without sacrificing quality.
- Maintain centralized tracking of all commitments and change orders.
- Proactively support development managers and leadership with contract administration.

### **Success Metrics:**

- Achieve 3–5% annual cost savings against initial project budgets through purchasing efforts.
- 100% of projects have full vendor/subcontractor buyout completed before permit review project completion milestone.
- No more than 2% of vendor/sub agreements per project require rework due to scope gaps.

## **Reporting**

- Coordinate closely with DOC, Development Manager, and accounting teams.
- Provide regular reporting on procurement status, vendor capacity, and project support.
- Participate in regular coordination meetings with Development manager and super intendants on vendor/sub status and needs.

### **Success Metrics:**

- Weekly procurement reports submitted with 100% project visibility.
- 95%+ satisfaction rate on internal team survey regarding purchasing/vendor management support.
- No project start delays attributable to purchasing or vendor facilitation.



## **Continuous Improvement and Strategic Sourcing**

- Work with DOC to identify gaps in vendor/sub coverage and develop strategic plans to fill needs.
- Stay current on material cost trends and subcontractor market conditions.
- Drive improvements to onboarding processes, contract templates, and purchasing SOPs.

### **Success Metrics:**

- 2+ new qualified vendors/subcontractors onboarded monthly until subbase depth is completed.
- 100% of purchasing/Vendor SOPs reviewed and updated semi-annually.
- Present quarterly purchasing and vendor performance summary to leadership.
- Work with DOC to establish Subcontractor prequalification standards.
- Work with DOC to establish project closeout and warranty standards.
- Work with accounting team to complete project reconciliation within 15 days of project completion.
- Obtain Notary license within 90 days of start

## **Salary & Benefits:**

- Salary DOE;
- Annual bonus based on personal contribution & company performance
- 3 weeks PTO + 8 Federal Holidays Off
- Mileage reimbursed at IRS rate and \$50/mo phone allowance
- Health & dental benefits
- 401(k) with 4% company matching