

Company Name

Street Address
Your City, ST ZIP

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YOUR PLACE IN THE COMPANY: **Purchasing and Subcontractors Manager**

YOUR LEADER: VP-Production

WHO YOU LEAD, TEACH AND SUPPORT: None

HOW YOU HELP THE COMPANY SUCCEED: Prepare, negotiate and award all subcontracts and purchase orders.

MAIN RESULTS EXPECTED FROM YOU:

- Assure that all subcontractors are experientially and financially qualified.
- Manage the issuance of all subcontracts and work orders to ensure that labor and materials are on the jobsite when needed.
- Collaborate with Accounting to make sure that all subcontractor insurance certificates are current and valid.

MAIN WORK YOU DO:

- Develop and maintain relationships with subcontractors and suppliers.
- Evaluate subcontractor qualifications and financial capabilities.
- Work with Production Department to establish timing of orders for materials and labor.
- Negotiate and/or size orders to obtain the best pricing available consistent with the material and labor quality specified.
- Contain the growth of materials inventories unless such growth is temporarily requested by company management.
- Communicate with the Production Department to encourage use of the inventoried materials in current projects if material inventory has accumulated.

The information above represents the **minimum** expectations for this position.

Please feel free to exceed those expectations.