**Company Name**



Street Address

Your City, ST ZIP

**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 grown 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.