Job Title: Purchasing / Procurement Manager

Location: Atlanta

Firm Summary:

A highly respected, family-owned specialty construction/contracting firm with a long and successful history is seeking a Purchasing / Procurement Manager to support its continued growth. Headquartered in the Atlanta area, the company is a leading regional specialty contractor serving commercial construction projects across multiple markets.

The company has built its reputation on quality, professionalism, strong industry relationships and the ability to successfully execute complex projects. As the organization continues to grow, it is strengthening its procurement function to support project execution, cost management and operational efficiency while maintaining the entrepreneurial and relationship-driven culture that has contributed to its success.

Position Overview:

The Purchasing / Procurement Manager will oversee the procurement of construction materials and related products required to support the company's projects from preconstruction through completion.

This individual will work closely with project management, estimating, operations and field teams to understand project requirements, develop purchasing strategies, coordinate material availability and deliveries, and maintain strong relationships with suppliers and vendors.

The successful candidate will bring strong construction procurement experience, excellent organizational and negotiation skills, and an understanding of how material availability, pricing, quality and delivery schedules directly impact project execution and profitability.

Key Responsibilities:

- Manage the purchasing and procurement process for construction materials across multiple projects.
- Work closely with estimating and project management teams to understand project scopes, specifications, quantities and material requirements.
- Develop purchasing strategies that align material procurement with project schedules and operational requirements.
- Source materials and evaluate suppliers based on pricing, quality, availability, lead times and service.
- Develop and maintain strong relationships with key vendors, manufacturers and suppliers.
- Solicit and evaluate vendor pricing and negotiate favorable pricing, terms and delivery requirements.
- Coordinate material orders to ensure products are available when and where they are needed.
- Monitor material lead times, availability and potential supply-chain issues and communicate concerns proactively.
- Coordinate with project teams and field operations regarding delivery schedules, changes in material requirements and project-specific needs.
- Review purchase orders and vendor documentation for accuracy, pricing, quantities and delivery requirements.
- Track open orders and follow up with vendors to ensure commitments and delivery schedules are met.
- Identify opportunities to improve purchasing processes, reduce costs and increase procurement efficiency.

- Maintain accurate procurement records and provide visibility into purchasing activity and material commitments.
- Assist project teams in resolving material shortages, delays, substitutions and other procurement-related issues.
- Evaluate new suppliers and identify opportunities to expand and strengthen the company's vendor network.
- Support value analysis and alternative material evaluations when appropriate.
- Partner with leadership and operational teams to ensure procurement decisions support project profitability and customer commitments.

Qualifications:

- Significant purchasing or procurement experience within commercial construction, specialty contracting or a closely related industry.
- Strong understanding of construction materials, suppliers and the purchasing process.
- Experience procuring materials for multiple projects with varying schedules and requirements.
- Demonstrated ability to negotiate pricing, terms and delivery requirements with vendors and suppliers.
- Strong vendor relationship management skills and an established network of construction industry suppliers preferred.
- Ability to read and understand construction plans, specifications, scopes of work and material requirements.
- Strong organizational skills with the ability to manage multiple projects, orders and deadlines simultaneously.
- Ability to communicate effectively with project managers, estimators, operations personnel, field teams and external vendors.
- Strong attention to detail and follow-through.
- Ability to identify potential material or scheduling issues before they impact a project.
- Proficiency with Microsoft Office and purchasing, project management or ERP systems.
- Experience with masonry, building-envelope, specialty contracting or construction materials is strongly preferred.
- Ability to work effectively in a fast-paced, deadline-driven construction environment.

Please contact Jackson Cown at jackson@scconsultingsvcs.com for additional information or interest.