



Purchasing Agent- Residential Construction

Pacific Lifestyle Homes-- a growing Southwest WA-based homebuilder -- seeks an experienced, professional Purchasing Agent. This position contributes to the Purchasing function by working closely with the Purchasing Manager to identify and meet departmental goals per annual operating and strategic plans.

The Purchasing Agent also works with other department members to develop and maintain budgets, help with job starts, complete some estimating, database maintenance, and administer department administrative processes such as: creating change orders/purchase orders, purchasing reporting and administration, customer and vendor communication, and providing general support to the Purchasing Department. If you are personable, a good communicator and a team player with outstanding organizational skills, you are encouraged to apply.

This is a **full-time position with a competitive compensation package including benefits and profit sharing opportunities**. The Purchasing Agent reports to the Purchasing Manager. PLH is located in beautiful **Vancouver, WA** (approximately 30 minutes from Portland, OR).

We are seeking a candidate who enjoys a challenge and thrives on making positive contributions to Company goals while exemplifying our core values including: **Integrity, Respect, Teamwork, Accountability, Candor and Humility**. Our Company culture is team-oriented, supportive and customer-centered. PLH employees take great pride in their work and have a genuine enthusiasm for seeing customers' dreams realized.

To learn more, please see our website: www.pacificlifestylehomes.com

For additional information about **PLH's Company Culture**, we invite you to view the video at the following link: <https://youtu.be/2sNbXsz8D8c>

Desired Knowledge, Skills and Abilities:

- High school diploma or equivalent with applicable administrative work experience; Associates degree preferred
- 2-4 years of increasingly responsible administrative experience in a purchasing department to include purchasing and estimating duties
- Database administrative work experience including report generation is preferred
- Responsible with strong work ethic, integrity, and reliability
- Professional interpersonal and verbal/written communication skills
- Demonstrates a positive, approachable and confident demeanor
- Positive contributor to team culture
- Organized and detail-oriented with the ability to multi-task effectively; exceptional accuracy and follow through
- Experience using Microsoft Office programs such as: Excel, Word, Outlook; Builder MT and Timberline familiarity is ideal
- Cheerfully and adeptly handles interruptions and competing priorities; adapts accordingly based upon organizational needs
- Demonstrates initiative and problem solving skills with a "can-do" approach
- Maintains confidentiality and uses appropriate discretion
- Residential Construction industry work experience is strongly preferred

A pre-employment drug test and background check are steps in our hiring process.

For consideration, please forward:

1. A completed **Career History Form (Application)** found at the following link:
https://pacificlifestylehomes.topgradingonline.com/job_openings/purchasing-agent-residential-construction?utm_campaign=direct_links&utm_medium=job-boards&utm_source=

Please note—to be considered, the Career History Form must be completed.

2. Upload your **résumé and cover letter** including compensation requirements.

If you have questions about the application process, inquire via email with our recruiter at:
PA@TJandassociates.com

We are proud to be an Equal Opportunity Employer.