



Purchasing Manager – Job Description

ARG Construction is seeking a detail-oriented, strategic Purchasing Manager to oversee procurement operations across all project phases. This role plays a vital part in company strategy, cost optimization, vendor relations, and cross-departmental coordination from project development through production.

Key Responsibilities

Procurement & Operations: Analyze, negotiate, and implement purchasing processes and delivery systems. Issue Purchase Orders (POs) and maintain an up-to-date PO Log.

Vendor & Contract Management: Source and evaluate new suppliers to secure competitive pricing without sacrificing quality. Review, negotiate, and process contracts promptly. Maintain strong vendor rapport and enforce policy compliance.

Compliance & Documentation: Request and manage W-9 forms, Certificates of Insurance (GL, Builders Risk), performance bonds, and submittals. Oversee and audit Subcontractor Certified Payroll throughout project lifecycles.

Project Site Logistics: Coordinate project startups with Project Managers, including 811 calls and establishing site utilities, temporary facilities, storage, and site protection.

Asset & Inventory Control: Manage company assets (tools, equipment, fleet vehicles), including maintenance logs, fuel card allocations, and corporate electronics.

Financial & Administrative Support: Track material price increases, perform cost-comparison analyses, manage corporate credit card allocations, and support HR on employee onboarding/offboarding logistics.

Qualifications & Skills

- Strong background in business, accounting, or construction project management.
- Exceptional mathematical, analytical, and contract negotiation skills.
- Ability to multitask, prioritize high-detail tasks, and make confident decisions under deadline pressures.
- **Experience with Procore Project Management software is highly preferred (a strong plus).**