
Purchasing & Fleet Manager

The **Purchasing and Fleet Manager** is responsible for the negotiation, purchase, delivery and accurate accounting of construction related materials for three operating companies across four states, as well as managing our fleet of approximately 100 of vehicles.

Job Duties include:

- Recruit, select, and maintain a base of qualified Trade Partners and suppliers with mutually beneficial relationships.
- Negotiate prices, terms, and rebates with suppliers.
- Assist Estimators/Project Managers on larger project material and commodity purchases to ensure pricing, availability, and lead times.
- Maintain item lists in company database.
- Provide and coordinate relevant product demos for project managers and estimators regularly.
- Hire, train, and supervise purchasing team member(s)
- Create and implement processes and procedures to protect company assets and create consistent and reliable practices within the company.
- Control and monitor inventory of our fleet of vehicles and equipment using Spectrum and Fleet Management
- Coordinate and monitor heavy equipment rentals.
- Analyze equipment utilization, fuel consumption, fleet costs, etc.
- Keep all on road equipment up to date with registrations, permits, license plates, employees assigned to company vehicles or any other vehicle program, policy acknowledgement etc.
- Participate in the process of purchasing new equipment as needed.
- Participate in the process of disposing equipment when needed.

Requirements:

This is a manager role and therefore requires a minimum of 3-5 years' experience. Relationships with local trade partners is desirable but still need to be willing to build new relationships to gain competitive pricing. Associates degree or higher in accounting preferred.

Schedule is Monday-Friday 7:30am-4:30pm with a 1-hour lunch break.

Job Type: Full-time

Pay: \$70,000.00 - \$85,000.00 per year