



About Us:

With over 30 years of dedicated service in the Austin area, Sterling Custom Homes has been a cornerstone in guiding families through the intricate process of designing and building their dream custom homes. Our commitment extends beyond construction; we aim to forge lasting relationships with our homeowners. We are currently seeking a Purchaser & Estimating Manager to play a pivotal role in ensuring the success of our homebuilding projects.

Objective:

As Our **Purchaser & Estimating Manager**, you will lead the way in purchasing, estimating, budgeting, and bidding for Sterling. This is a unique opportunity to leverage your expertise to collaborate with our existing and new trade partners, contributing to the growth and development of Sterling as a premier builder in Lakeway and its surrounding areas.

What You'll Do:

- Represent the company and maintain professional communication with homeowners and trade partners.
- Source trade partner bids and unitized pricing, fostering strong relationships.
- Analyze contractor responses and bids for accuracy, completeness, and value.
- Collaborate with trade partners to secure competitive prices, ensuring projects stay on or under budget.
- Maintain up-to-date contractor and bid information in alignment with plan changes.
- Create and manage trade partner agreements and a comprehensive cost record database.
- Compile bid and price comparison reports.
- Audit trade partner insurance requirements for internal compliance.
- Attend construction meetings to address questions and prevent material misuse.
- Track market costs, identify trends, and conduct continuous product research.
- Review and examine blueprints, working with CAD files and converting them to PDF.
- Provide detailed estimates from PDF/CAD files, estimating and budgeting for residential plans.
- Prepare take-off sheets for materials and bid lists for floor plans.
- Estimate and bid Change Orders for address-specific changes.
- Conduct field reviews alongside builders.
- Manage all Company business in line with Sterling's policies, Core Values, and Company Mission.

Skills and Experience Required:

- Drive and desire to optimize costs for Sterling.
- Self-motivated, detail-oriented, excellent communicator, and skilled relationship builder.
- Ability to read and understand construction documents, including Architectural and Structural Plans.
- Strong analytical skills, troubleshooting abilities, and attention to detail.
- In-depth knowledge of the construction industry, including costs, building codes, materials, and procedures.
- Field experience in residential construction highly recommended.
- At least five years of experience in residential construction purchasing and estimating.
- Proficiency with integrated homebuilding software (BuilderTrend), estimating software, purchasing and estimating data/input, PlanSwift, and computer-generated purchase orders. Knowledge of the FAST business system is a plus.
- Computer literacy, proficiency with Outlook, Excel, Word, PowerPoint, and a quick learner of new programs.
- Conscientious with a strong work ethic.
- College degree required.

Benefits:

- Salary based on experience.
- Opportunity to attend the yearly NAHB Builders Show.
- Paid week off at Christmas.
- Paid vacation.
- Medical insurance.

If you're ready to contribute your skills to an esteemed homebuilding legacy, apply today and be part of the Sterling Custom Homes family!