



Our Story

Join a 35-year legacy of excellence with our luxury custom home-building company, where **trust, integrity, and professionalism** are the foundation of everything we do. We are looking for individuals who not only bring exceptional skills to the table but also embody **loyalty, honesty, and trustworthiness**. Building strong relationships with teammates, Homeowners, and trade partners is just as important as the commitment and expertise you bring to the role. At our core, we value **character** as much as capability, and we are seeking team members who share our commitment to creating outstanding homes and lasting partnerships. If this sounds like you, we'd love to have you join us!

Position

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

- Competitive Salary based on experience
- Mileage Reimbursement
- Paid Week off at Christmas
- Paid Vacation – 1 week after 90-day probationary period
- Medical Insurance – 75% paid by Employer after 90-day probationary