Greater Indy Habitat for Humanity®

Purchasing Manager
Construction

Reports to Vice President of Construction
FLSA Status: Exempt
Full-Time

2026 Job Description

POSITION OVERVIEW

The Purchasing Manager secures bids and quotes for home construction projects, projects build costs, and issues purchase orders to subcontractors and suppliers. They manage inventory costs, maintain warehouse materials for the build site, and oversee stock for build sites and vehicles. The role includes expanding the contractor pool for competitive pricing, ensuring compliance with grant requirements, and approving invoices. This role is responsible for maintaining vendor relationships and course correction of partnerships, ensuring compatibility with Habitat values, standards and our mission. Additionally, they manage Habitat's fleet of trucks and trailers of trucks, trailers and heavy construction equipment.

ESSENTIAL FUNCTIONS[1]

- Getting bids and quotes for materials and services to complete the home.
- Assisting in projecting final build costs of a home.
- Making estimates on the total cost of a home, trade by trade based on historical data and/or bids.
- Sending out Purchase Orders to subcontractors and suppliers.
- Continuously improving Habitat's utilization of project management software, Buildertrend.
- First approval of invoices and coding them to correct cost category.
- Expanding Habitat's contractor pool to increase diversity and competitive pricing.
- Allocating inventory costs over multiple jobs.
- Assist in creating and updating accurate and complete scopes of work for trades.
- Approving small to moderate cost increases related to changes of scopes of work or material prices. Obtaining approval from VP of Construction for large changes.
- Communicating scopes of work and expectations of working with Habitat to contractors.
- Procuring and selecting contractors that provide the best value of quality of work, cost, and customer service.
- Maintaining compliance related to construction with grants on bidding and other administrative tasks.
- Managing stock of security equipment related to build site, vehicles, and warehouse storage.
- Institute and maintaining an inventory of materials at warehouse to be used on the build site.
- Coding inventory to cost categories and houses on a regular basis.
- Ordering Gifts in Kind and coordinating their delivery to the warehouse.
- Registering vehicles, renewing license plates, maintaining sets of keys for all the Habitat trucks and trailers.
- Managing fleet of trucks and trailers which includes coordinating repairs between staff and service provider.
- Coordinates training and licensing for safe use of fleet equipment, such as warehouse forklift
- Some supervision of volunteers may be required.
- Other administrative tasks as assigned.

ACCOUNTABILTY ITEMS

- Purchasing
- Bidding, estimates, and quotes
- Construction vehicle and trailer fleet
- Security equipment

KNOWLEDGE, SKILLS & ABILITIES[2] -

- Ability to work in a fast-paced environment to meet strict deadlines.

- Highly capable of communicating professionally in person, email, text, and the telephone.
- Proficient knowledge of Microsoft Excel and Outlook.
- Ability to work with and read blueprints.
- Basic knowledge of building materials and methods in residential construction.
- Aptitude and compassion to work and collaborate with diverse groups of people.
- Willingness to learn.
- Strong time management skills, whether working independently or delegating to others.

Qualifications

- Driver's license (required)
- 3 years of related construction experience (preferred)

PHYSICAL REQUIREMENT TO PERFORM THIS JOB[3]

- Utilize the telephone and communicate with others, inside and out of the office environment.
- Ability to be on your feet for extended periods of time.
- Manual dexterity and visual acuity for computer keyboarding, office equipment use, and detailed reports and information.
- Must be able to move about rough terrain at site locations.
- Climbing, pushing, shoving, and moving on occasion.
- Ability to lift 50 pounds.

Americans with Disabilities Act

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

Equal Employment Opportunity

Habitat for Humanity provides equal employment opportunities that declares that all employees have the right to work and advance on the bases of merit and ability, regardless of their race, sex, color, religion, disability, national origin, or age, marital status, sexual orientation, or non-disqualifying physical or mental disability in accordance with all federal, state, and local regulations.

Employee Signature:_____ Date:_____

Supervisor Signature:_____ Date:_____

[1] This job description is not intended to be all inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.

[2] Including but not limited to the following. These are necessary abilities to perform the primary responsibilities listed above.

[3] These are abilities the employee would need to perform the essential functions of the job with or without reasonable accommodations.