



STONE MANOR HOMES

Purchasing Coordinator

Company	StoneManor Homes
Position	Purchasing Coordinator
Location	Director of Purchasing
Schedule	Full-time

About the Role

StoneManor Homes is seeking a detail-oriented Purchasing Coordinator with direct BRIX experience to support purchasing, estimating, vendor management, option pricing, and purchase order accuracy. This role is critical to maintaining clean purchasing data, accurate scopes of work, timely system updates, and strong communication between Purchasing, Construction, Sales, Design, Accounting, and trade partners.

The ideal candidate understands residential homebuilding operations, is comfortable working inside BRIX, and can manage a high volume of details with accuracy, urgency, and accountability.

What You'll Do

BRIX System Management

- Enter, maintain, and update vendor pricing, scopes of work, budgets, options, cost codes, and plan/community information in BRIX
- Assist with setup of new plans, elevations, communities, option packages, vendor assignments, and purchasing templates
- Review BRIX data for missing, outdated, or inconsistent information and coordinate corrections quickly
- Help troubleshoot BRIX-related purchasing issues for Construction, Accounting, Sales, and other internal users

Purchasing & Estimating Support

- Support bid collection, bid comparisons, pricing updates, and vendor proposal tracking
- Maintain accurate base house costs by plan, elevation, option, and community
- Coordinate plan-specific pricing, community adders, option pricing, scope changes, and approved cost updates
- Assist with takeoff review, scope clarification, cost verification, and purchasing documentation

Vendor & Purchase Order Coordination

- Communicate with vendors and trade partners regarding pricing, scopes, missing information, bid deadlines, and documentation
- Review purchase orders for accuracy before release and help resolve PO discrepancies, budget errors, cost code issues, and vendor pricing conflicts
- Coordinate with Construction and Accounting to resolve variance questions, invoice issues, and field-related purchasing concerns
- Maintain vendor contact information, insurance documents, contracts, trade assignments, and purchasing files

What We're Looking For

Required

- Direct BRIX experience.
- Residential homebuilding purchasing, estimating, construction administration, or operations support experience.
- Working knowledge of purchase orders, cost codes, budgets, vendor pricing, construction scopes, and options.
- Strong Excel, Outlook, and general office software skills.
- High attention to detail, strong organization, and ability to manage competing deadlines.
- Clear written and verbal communication skills

Preferred

- Production homebuilding experience.
- Experience with plan setup, option setup, community adders, vendor assignments, and bid comparisons.
- Familiarity with Houston-area residential construction trades and vendors.
- Experience reviewing scopes of work, takeoffs, pricing sheets, or variance reports.
- Comfort working cross-functionally with Construction, Accounting, Sales, and Design.

Why StoneManor Homes

- Growing Houston-based homebuilder with a strong product and brand direction
- Professional, accountable, performance-driven culture
- Opportunity to represent thoughtfully designed homes and communities
- Eligible benefits include vacation, medical, dental, vision, life insurance, and career development opportunities

Ideal Candidate

The ideal candidate is organized, accurate, proactive, and comfortable owning the details. You enjoy working inside systems, catching issues before they become field problems, and helping maintain clean purchasing data. You understand that purchasing accuracy directly affects construction schedules, gross margins, vendor relationships, and customer experience.

Equal Employment Opportunity

StoneManor Homes is an equal opportunity employer and considers applicants without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other protected status under applicable law.

