



# Landscape Purchasing Agent

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## Job Summary

A Landscape Purchasing Agent coordinates activities involved with procuring landscape materials, plants, irrigation, raw materials, aggregates, equipment, tools, parts, and supplies for multiple projects.

## Reports to

Landscape Manager, General Superintendent - Landscape

## Key Communication Partners

Project Managers, Project Engineers, Area Managers, General Superintendents

## Typical Duties

- Develop Purchasing Log for awarded projects.
- Determine method of procurement, such as direct purchase or bid.
- Confer with vendors to obtain products and service information, verify price, availability, and delivery schedule.
- Select products for purchase by comparing specification, bid estimate, and conferring with project team. Be prepared to offer "equal" items that could save the company time or money.
- Procure and prepare landscape submittals for review.
- Create submittal log and maintain entries and client review status.
- Review material and subcontractor proposals and negotiate purchase orders and subcontracts within budgetary limitations and scope of authority.
- Prepare purchase orders or subcontracts.
- Track long lead items and verify committed delivery dates.
- May dispatch materials, etc. as required.
- Maintain Purchasing Log, including materials dispatched, backordered, and complete. Update log with approved change order revisions, and be prepared to discuss anticipated over/underruns for monthly Cost to Complete analysis.
- Discuss defective or unacceptable goods or services with Quality Control personnel, Project Managers, and vendors to determine source of trouble and take corrective action.
- May approve invoices for payment.
- May arrange to expedite delivery of goods.
- May perform estimating and/or operations take-off and sub/vendor solicitations.
- Produce as-builts in autocad.

## Global Tasks

- Leverage buying power and economies of scale with bulk purchases and/or vendor discounts based on quantity purchasing and/or multi-project buy outs.
- Estimate material or service value according to knowledge of market price.
- Manage "rewards" programs with applicable vendors.

For comments or revisions contact LaNelle Bergen at [lbergen@mandhcorp.com](mailto:lbergen@mandhcorp.com)

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- Study market trends, especially with commodity based materials, and position the company accordingly. Incorporate bulk buy or substitution alternatives into leverage plan.
- Develop business relationships with vendors.
- Build a trust based relationship based on our Core Values.
- Buy direct from manufacturer, when possible.
- Initiate and negotiate Master Purchase Orders.
- Initiate and negotiate Payment and Discount Terms.
- May perform Estimating and/or Operations material takeoff.
- Produce irrigation As-Builts in AutoCAD.

## Qualifications

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Education and Experience: Bachelor's Degree, preferably related to landscape industry. 5 years landscape industry experience, preferably with 2 or more years focused on purchasing landscape products for a large contractor

Language Skills: must be able to read and write in English; Spanish is helpful but not required

Mathematical Skills: Be well versed with the cost of delay, taxes, trucking, margin versus makeup, sale price versus cost, freight costs and related rules as well as union costs and agreement terms.

Planning and Organizing: Needs to have an understanding of construction scheduling and strong organizational skills.

Reasoning Ability: apply common sense understanding to carry out multiple step instructions. Deals with standardized situations with occasional variables.

Interpersonal Skills: High moral and ethical integrity, negotiation, conflict resolution, organized and result driven

Computer Skills: Must be well versed and fluid with spreadsheets, especially Excel. HCSS HeavyBid, Planswift, takeoff software, Autodesk, AutoCAD, typing and internet search, Adobe Acrobat, but Adobe Suite would be helpful.

Certificates, Licenses, Registration: valid California Driver's License and clean driving record