
Construction Buyer Resume

Job Objective

Experienced Construction Buyer looking for employment in an organization which offers opportunities for growth.

Highlights of Qualifications:

- Substantial experience in monitoring industrial buying processes
 - Exceptional knowledge of construction supply chains
 - Remarkable knowledge of automated and manual procedures for procurement
 - Ability to comply to plant procedures
 - Ability to prepare purchase order in appropriate language
 - Proficient in analysing construction forms
 - Familiarity with construction procurement risks and opportunities
 - Wide knowledge of Standard Forms of Sub-Contracting and JCT/NEC/Fidic
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Professional Experience:

Construction Buyer
Woodside Homes Nevada, LLC, Waukesha, WI
August 2012 – Present

Responsibilities:

- Performed negotiation for pricing and prepared contracts.
- Coordinated with continuous improvement team to perform audit.
- Developed and maintained record of storage materials and equipments.
- Implemented various contracts and analysed working for same.
- Administered project from beginning to the end.
- Developed project scope and objectives for construction processes.

Construction Buyer
Jacobs Engineering Group, Waukesha, WI
May 2009 – July 2012

Responsibilities:

- Administered assignments for construction projects.
 - Supervised projects and planned for various assignments.
 - Monitored construction operation of petrochemical projects.
 - Evaluated purchase orders and requisitions and ensured accuracy.
 - Organized meetings with suppliers and resolved commercial issues.
 - Analysed specific project reports for purchase order.
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Education:

Bachelor's Degree in Construction Management
Winston-Salem State University, Winston-Salem, NC

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