

**ABOUT US:** Avex Homes, Central Florida's premier traditional homebuilding company, is a partner company of SitEX Properties USA, Inc. and Avalon Park Group Management, Inc., and a major home builder at Avalon Park West in Wesley Chapel near Tampa and several other Central Florida communities. For more than 15 years, the founders of Avex Homes have been creating unique communities where families build memories to last a lifetime.

**SUMMARY:** Avex Homes is currently in search of a Purchasing Administrator who is detail oriented, dependable, and enjoys working in a fast-paced environment, to join the team at our central office in downtown Orlando.

**DUTIES AND RESPONSIBILITIES:**

- Provide timely and accurate data entry into the WMS Builder MT, Sage Estimating Standard and Sales Simplicity software systems.
- Update and maintain existing take-offs.
- Work with accounting to review and process invoices.
- Organize bid documents, post automated bids sheets and create bid comparisons.
- Assist Director of Purchasing with preparation of budgets, etc.
- Performs other related duties as assigned by management.

**QUALIFICATIONS:**

- Bachelor's degree (B. A.) from four-year college or university preferred; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Knowledge of home building and construction material purchasing a plus.
- Builder MT, Sage Estimating and Sales Simplicity software knowledge/experience preferred.
- Remain calm and professional in stressful situations.
- Detail-oriented and work effectively under pressure while meeting all applicable deadlines.
- Must be able to work independently, with little direct supervision and must be able to sit for long periods of time.

**COMPENSATION:** We offer competitive wages and a full benefits package including health, dental, vision, FSA and 401(k).

Job Type: Full-time