

# Job Title: Commercial & Residential Procurement Manager



**Company:** Front Light Building Co.

**Location:** Greenwood, SC

**Position Type:** Full Time, Exempt

**About Us:** Front Light Building Co. is a premier construction and development firm dedicated to creating innovative and sustainable real estate solutions. We pride ourselves on our commitment to excellence, community engagement, and forward-thinking development strategies. Our projects span residential, commercial, and mixed-use developments, aimed at enhancing the communities we serve.

**Role Overview:** Front Light Building Co. is seeking a Commercial & Residential Procurement Manager to join our fast-growing, highly congenial workplace. This role is responsible for developing and leading procurement strategies, processes, and vendor relationships to support both commercial and residential construction projects. This role oversees the procurement lifecycle, including managing RFPs, negotiating contracts, tracking vendor rebates, and implementing standardized systems to drive efficiency and cost savings. Acting as a strategic partner across the organization, the Procurement Analyst collaborates with internal teams and external stakeholders to ensure the timely and cost-effective sourcing of materials and services, while maintaining quality and supporting the company's financial objectives.

## KEY RESPONSIBILITIES

### Procurement Strategy & Process Development

- Design, implement, and oversee standardized procurement processes and workflows for both commercial and residential projects. Develop systems for vendor onboarding, bid management, purchase order tracking, and compliance to ensure efficiency, scalability, and alignment with FLBC's operational objectives.

### RFP Management & Vendor Selection

- Lead the end-to-end Request for Proposal (RFP) process, including scoping requirements, preparing bid packages, managing timelines, evaluating submissions, and driving vendor negotiations. Establish clear evaluation criteria to ensure vendor proposals align with project budgets, timelines, and quality standards.

### Vendor & Supplier Relationship Management

- Build and maintain strategic relationships with vendors, suppliers, and subcontractors to support long-term partnerships. Establish performance metrics and conduct regular reviews to drive accountability and continuous improvement.

### Rebate & Incentive Program Management

- Oversee vendor rebate and incentive programs, ensuring accurate tracking, timely submission, and collection of rebates to maximize cost savings and contribute directly to profitability. Develop strategies to leverage supplier programs and optimize their benefit to FLBC.

### Market Research & Benchmarking

- Monitor industry trends, pricing benchmarks, and supply chain dynamics in both commercial and residential markets. Provide insights and recommendations to maintain competitiveness and proactively address challenges.

### Forecasting & Demand Planning

- Work with project managers to forecast material and service needs across multiple concurrent projects, ensuring procurement activities align with schedules and avoid potential delays.

### Cross-Functional Collaboration

- Partner with internal teams (construction, operations, design, and finance) and external partners (architects, engineers, consultants) to align procurement strategies with project specifications and timelines.

### Reporting & Continuous Improvement

- Develop tools and dashboards to monitor procurement KPIs, RFP outcomes, vendor performance, and rebate collections. Present actionable insights and recommendations to senior leadership to inform strategy and support continuous process improvement.

## QUALIFICATIONS

- Bachelor's degree in construction management, business administration, or a related field preferred but not required.
- Minimum of 3-5 years of experience in a commercial or residential production pricing role in the construction

industry required.

- Familiar with construction management software (BuilderTrend preferred) and Building Information Modeling (BIM).
- Strong analytical skills with proficiency in data analysis tools and a deep understanding of pricing strategies and cost optimization.
- Knowledge of the construction industry, market trends, and competitor pricing strategies.
- Excellent communication skills for presenting pricing insights to leadership and cross-functional teams.

This role is ideal for a candidate who thrives in a data-driven environment, has a keen understanding of pricing dynamics in the construction industry, and enjoys making strategic decisions that directly impact company profitability.