

Title: Purchasing Supervisor

Location: 37 Quarry Park Blvd SE, Calgary

At Sterling Homes, our people make the difference. We offer an exciting place to build your career with competitive compensation and benefit packages, company matching RRSP/DPSP program, employee home purchase program and employee discounts.

Job Overview

Reporting to the Director, Operations as the **Purchasing Supervisor**, you are responsible to administer the standards, systems, processes and Tenders to ensure accurate cost information in estimating production databases.

Your day-to-day responsibilities will include:

- Developing updated price lists and tenders for standard products and services and assisting in adjustments of standard home features and specifications.
- Building and fostering professional working relationships with trades and suppliers to coordinate new product offerings, and negotiating with Trade Partners on increases and/or changes.
- Hiring, supervising, developing and providing guidance to Purchasing Team members.
- Resolving system issues that impair operations to enhance operational efficiency.
- Building new model budgets, including all pre-planned options and plans updates, performing take-offs and preparing estimates based on drawings and specifications.
- Developing costs of features to comply with the Architectural Controls.
- Assessing competitive tenders or quotations for product and services.
- Adhering to established practices and quality standards within the Estimating area.
- Improving and maintaining standards, systems, processes and tools that are used for estimating and purchasing.
- Researching and analyzing new products, options and cost to stay current on industry innovations and trends, and promote adoption of improvements if necessary.

As our ideal candidate, you are...

- Organized; you effectively manage your time while balancing multiple priorities.
- A strong communicator; you clearly express your thoughts in conversation and in written communication.
- An active listener; you seek to understand and listen to others in a non-judgmental way.
- Detail oriented; you focus on detailed accuracy when dealing with a high volume of work.
- A team player; you contribute as a team member and share equally in the exchange of ideas, concepts and process outcomes.

Essential Requirements

- Minimum Education – Estimating Certificate or equivalent.
- Minimum 10 years of estimating and cost control experience in the residential construction industry.
- Valid driver's licence and access to a reliable vehicle.
- Satisfactory verification of criminal record check.
- Proficient in Microsoft Office programs (Outlook, Word, and Excel, Teams, SharePoint and PowerPoint) and estimating software (BuildPro, SupplyPro, NewStar or similar).

What We Value

- Creating trusting and successful working relationships.
- Cooperating with team members in an open, positive and respectful manner.
- Setting clear, measurable and achievable goals.
- Taking responsibility for the outcomes of decisions and actions.
- Continuously pursuing learning and growth.

Working Conditions

You primarily work in an office setting during regular business hours. Travel to site and overtime may occasionally be required.

About Us

Sterling Homes, a single-family business unit of Qualico, has been building homes in Western Canada for over 60 years and providing outstanding service to homebuyers in many of Western Canada's finest communities. We are committed to providing the best new home experience possible by providing an unwavering commitment to quality of design, construction, and customer service. Sterling Homes operates in Edmonton, Calgary and Winnipeg. To learn more, click [here](#).

Qualico welcomes applications from people with disabilities. Accommodations are available upon request during the assessment and selection process.

Candidates being considered will be contacted. We thank you for your interest. Join our [Talent Community](#) to stay up to date on job opportunities and to find out why we have the best reasons to come to work every day.

Closing Date: July 22, 2025

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