



3840 Forest St
Denver, CO 80207
303.900.0682
www.vogocabinets.com

Job Title: Estimator/Purchaser

Location:

VOGO Cabinets
3840 Forest St, Denver, CO 80207

Salary Range: \$55,000 - \$65,000

Position Type: Full Time

HR Contact: Jackie Brown
jackie@vogocabinets.com

In search of a highly motivated and organized candidate to effectively estimate and purchase materials for our custom cabinetry and millwork business. Willing to train the right candidate.

At VOGO Cabinets we hire self-sufficient individuals who appreciate autonomy but also thrive when working in a team environment. As part of our commitment to our employees, we value each individual's voice and encourage active collaboration. To ensure VOGO's success and that of our team, we provide support, guidance and advice when needed. With a laser focus on results, we drive everyone to take on challenges and push the company to progress. If this atmosphere of empowerment and excellence is one you believe you could excel in, let's talk.

Preferred Skills

- Able to read and understand architectural plans
- Proficiency with PC – Excel and Office Suite
- Possess excellent people/communication/interpersonal and writing skills
- Problem-solving skills are a must
- Competent in mathematics
- Professional, courteous, and reliable
- Communicate clearly by phone, via email, and in person with clients, vendors, and team members

- Committed to delivering exceptional customer experience, seeing to our clients' needs and a willingness to go the extra mile for them as well as for our company
- Strong time management and organizational skills
- Willingness to learn new duties and technology-related skills as required
- Self-directed and self-motivated in job-related tasks

Job Description

- Generate timely and accurate project estimates and quotes by utilizing current pricing tools and methodology, custom calculations, drawings, and all other pertinent documentation.
- Interact with customers to clarify product requirements on request for quotes as needed.
- Develop accurate material lists and manage bid pricing from vendors.
- Interact and provide project requirements, estimate details to manufacturing and project management.
- Ensure all quotations are logged into the appropriate system for measurement and management.
- Coordinate development of the quote estimate with all functional departments as required.
- Manage the communication of the quotation package to the customer with timely follow up.
- Purchase goods, materials, components, or services in line with specified cost, quality, and delivery targets.
- Manage purchasing function and communicate any supply problems which may impact business operations.
- Negotiate contracts, improve prices and terms of business with suppliers and review opportunities to make business savings.
- Build, maintain and manage supplier relationships and ensure effective communications.
- Conduct research for new components and suppliers.
- Contact suppliers to resolve price, quality, delivery, or invoice issues.
- Manage receivables.
- Properly account for the location of incoming goods.
- Assure no damaged items are received.
- Compare packing list to company purchase orders and ensure that the products in each delivery match the packing list.
- Other duties/projects as assigned.

Qualifications and Education Requirements

Bachelor's Degree preferred, or equivalent combination of education, training, and experience.

Physical Context of the Job:

This job may require the following: Ability to lift and/or moved equipment between 30 and 50 lbs., some crouching and kneeling, etc.