



A CAREER IN CONTRACTS & PURCHASING

Mattamy Homes is known for our commitment to providing the **Best Homeowner Experience** and we achieve this through the quality and commitment of our people. Our Contracts & Purchasing teams support numerous communities of varying size and scope in multiple metropolitan areas in Canada and the United States.

The Contracts & Purchasing department is responsible for the overall negotiation of prices and delivery of products/services in a timely, cost effective manner. This includes estimating and pricing, coordinating documentation required to finalize agreements between the company and its subcontractors and suppliers, and administration necessary to purchase products and services from our trades and/or suppliers to facilitate the timely delivery of design options and upgrades chosen by the homeowner.

Our Team of Contracts & Purchasing Experts

Purchasing professionals who are passionate about applying their expert analytical and negotiating skills along with their knowledge of the homebuilding industry will find success at Mattamy Homes. Our Purchasing team is focused on achieving the optimal balance of high quality products & workmanship with timely service at a *cost effective price to enable Mattamy Homes to provide the Best Homeowner Experience.*

Common opportunities in Contracts & Purchasing include:

- **Purchasing Agent**
- **Contracts Administrator**
- **Purchasing Specialist**
- **Contracts Manager**

We seek highly motivated and talented Contracts & Purchasing professionals with an analytical mindset, the ability to manage internal and external relationships with a highly collaborative and business-focused approach, and technical knowledge of the architectural and construction aspects of the homebuilding industry.

The best way to grow your Contracts & Purchasing career at Mattamy Homes is to engage in challenging opportunities, leveraging your industry knowledge, analytical, negotiation and relationship management skills to help drive business strategies and solutions that support our dynamic and growing organization. We will work with you to find the right challenging experiences, learning and development to support your personal and career goals.

We have Contracts & Purchasing roles in:

Canada:

- Greater Toronto Area
- Ottawa
- Calgary
- Edmonton

United States:

- Charlotte
- Minneapolis
- Phoenix
- Tucson
- Jacksonville
- Orlando
- Tampa-Sarasota