



American
Legend
HOMES

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Belclaire
CUSTOM HOMES

Estimator – Design Center Options Coordinator

Purpose – To establish, maintain, and coordinate custom option and standard upgrade cost and retail pricing in an efficient and accurate manner in order to maximize profits.

Reporting - Reporting to the Purchasing Manager, the Options Coordinator is responsible for costing all custom options and standard upgrades, maintaining the standard upgrade catalog within BRIX, and creating and maintaining the upgrade price books. This role will be responsible for the accuracy and integrity of the upgrade cost data, our selling margins and providing current upgrade pricing to Sales and Construction.

Primary Duties –

- Coordinating custom pricing for Design Consultants, Builders, and Sales People
- Coordinate bidding of options and upgrades
- Estimate and/or analyze bids and negotiate cost
- Maintain detailed cost and retail pricing in the BRIX system and in the option books for design gallery, sales, and construction use
- Price all non standard options not included in options price book
- Review for accuracy and approve or create all change order breakdowns and distribute to Purchasing Coordinators to create purchase orders.
- Serve as primary contact for suppliers, design gallery, and construction staff on implementation and removal of options as well as any upgrade related questions.
- Ensure all materials related to upgrades are displayed in the design center and / or models as needed
- Provide reports on cost, pricing, usage, and profitability
- Complete any other tasks assigned by management

Performance Objectives –

- Timeliness of establishing options and upgrades
- Accuracy of information and negotiation of cost
- Effective communication of information

Must be organized, professional appearance, dependable, punctual and able to prioritize, multi-task, work in a fast pace environment. Previous home building experiences a plus. Competitive salary, medical & dental benefits, paid vacations, 401(K)