



Little River Holdings, LLC

Home Office:
2608 Government Center Drive
Manistee, MI 49660
231-299-1295
www.lrhedc.com

Entity: Little River Development
Location: Muskegon, Michigan
Position: Construction Buyer/Project Manager

Little River Development

Little River Development (LRD) delivers safe, high-quality building projects across single-family, multi-family, commercial, and industrial projects. The team exists to provide reliable project execution, responsible stewardship of resources, and long-term value through disciplined field leadership and continuous improvement.

Job Summary

The Construction Buyer / Project Manager is responsible for the planning, procurement, and financial management of construction projects from pre-construction through closeout. This role manages vendor sourcing, bid administration, contract execution, budgeting, and project coordination while ensuring alignment with schedules, specifications, and company standards, working closely with field leadership, subcontractors, suppliers, and internal stakeholders to ensure predictable execution and value optimization.

Essential Duties

The following is not an exhaustive list of duties. It represents a sample of essential work. The list of duties may change at any time with or without notice at the sole discretion of Little River Holdings.

1. Full leadership and decision-making responsibility for assigned departments, teams and positions as indicated by the organizational chart, including but not limited to recruiting, training, development, mentoring, engagement, work assignments, performance management, measurable results, rewards, disciplinary action, timekeeping. Make employment decisions with assigned staff.
2. Uphold the Seven Grandfather teachings and promote an organizational culture that integrates tribal identity, values, and customs.
3. Establish and maintain a culture of safety, accountability, and operational excellence on all jobsites. Ensure compliance with company safety policies and applicable OSHA, federal, state, and local safety requirements.
4. Lead pre-construction and procurement planning for assigned projects, including scope development, budget modeling, bid packaging, and vendor strategy.



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5. Solicit, evaluate, and level bids from subcontractors and suppliers. Ensure completeness, alignment with project scope, and competitiveness of pricing.
 6. Develop, negotiate, and execute subcontracts and purchase orders in accordance with company standards and contract requirements.
 7. Manage project budgets from estimate through closeout. Track commitments, expenditures, forecasts, and variances; implement proactive cost controls.
 8. Coordinate closely with Superintendents and field teams to align procurement with project schedules, sequencing, and installation requirements.
 9. Interpret and enforce contract documents, drawings, specifications, and approved submittals. Identify gaps or discrepancies and coordinate resolution.
 10. Manage supplier and subcontractor relationships, including performance, compliance, delivery timelines, and quality expectations.
 11. Maintain procurement logs, cost reports, vendor documentation, and complete project financial records.
 12. Coordinate submittals, material approvals, lead times, and deliveries to ensure timely availability of materials and equipment.
 13. Monitor market conditions, material costs, and supply chain risks; adjust procurement strategies accordingly.
 14. Lead or support project meetings, including pre-construction, buyout reviews, and coordination meetings with stakeholders
 15. Collaborate with accounting and finance teams on invoicing, pay applications, lien waivers, and financial reporting.
 16. Lead or support project meetings, including pre-construction, buyout reviews, and coordination meetings with stakeholders.
 17. Maintain professional communication with owners, subcontractors, suppliers, and internal teams; escalate risks impacting cost, schedule, or quality.
 18. Drive project closeout activities, including final cost reconciliation, contract completion, vendor closeout, and documentation.
 19. Establish, monitor, and improve entity Key Performance Indicators (KPI) to assess performance. Use data-driven insights to refine strategies and improve outcomes.
 20. Identify and implement process improvements.
 21. Travel to vendors, training, conferences, or other LRD locations as required.
 22. All other duties as assigned.



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Minimum Necessary Qualifications

Candidates must meet the following requirements, as demonstrated through past employment, education, testing, or a combination thereof:

1. College degree in a related field such as construction management, business, engineering, or supply chain. Ten (10) or more years of essential duty experience in lieu of education may be accepted at the sole discretion of Little River Holdings.
2. Seven (7) years of progressive construction management experience in single family, multi-family, commercial, and industrial environments.
3. Minimum five (5) years of experience in a Buyer, Project Manager, Estimator, or equivalent role with responsibility for budgets and vendor management.
4. Demonstrated experience with
 - Vendor sourcing, bid leveling, and subcontract negotiation.
 - Construction contracts, scopes of work, and procurement processes.
 - Budget development, forecasting, and cost control.
 - Construction sequencing and coordination with field operations.
 - Supply chain management and material logistics.
 - Tribal enterprises, government contracting, or federal programs (preferred).
 - KPI-driven performance management.
5. Certifications/Licenses:
 - Valid Driver's License
6. Ability to:
 - Read, analyze, and interpret plans, specifications, contracts, and technical documents.
 - Develop scopes of work, bid packages, and procurement strategies.
 - Negotiate effectively with subcontractors and suppliers.
 - Manage multiple projects and competing priorities in a fast-paced environment.
 - Analyze cost data and make data-driven decisions.
 - Communicate clearly with executives, field teams, vendors, and stakeholders.
 - Maintain accurate financial and procurement records.
7. Demonstrated successful:
 - Interpersonal and communication skills, both oral and written.
 - Vendor and subcontractor relationship management.
 - Project budgeting, forecasting, and cost control.
 - Schedule coordination and procurement planning.
 - Capital project management.
 - Regulatory compliance and audit readiness.
 - Root cause analysis and continuous improvement.



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Physical and Environmental Conditions

1. Primarily works on active construction sites with intermittent office responsibilities.
2. Frequent walking, standing, climbing, kneeling, bending, and inspection activities throughout the jobsite.
3. Occasional lifting and carrying up to 50 pounds.
4. Exposure to outdoor weather conditions, jobsite noise, dust, and heavy equipment with appropriate PPE.
5. Must be physically qualified to hold a valid Driver's License.
6. Ability to read, write, speak, and comprehend English.
7. Sight, hearing, speaking, and cognitive abilities consistent with professional responsibilities.

Indian Preference applies in accordance with Ordinance #15-600-02

Hiring Salary Range: Negotiable and Commensurate with Verified Qualifications

FLSA Status: Exempt

Pay Schedule: Bi-Weekly

Background Check: Extensive

To Apply: Please submit completed resume, cover letter, education transcripts, portfolio demonstrating past experience, any/all licensure(s) and/or certifications required/relevant for the position, front and back copies of a valid Tribal ID (if applicable) to the following email address: careers@lrhedc.com

Conditions of employment with Little River Holdings includes superior performance in the selection process at the sole discretion of Little River Holdings, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, reference checks and previous work history, passing post-offer drug tests and background checks, possession of valid required documents such as a Driver's License throughout employment, being insurable under the Tribal insurance policy, and successfully completing a ninety (90) day introductory period.