

PROCUREMENT MANAGER

Are you assertive by nature, with a smile? If you have a deep understanding of furniture procurement, you enjoy a challenge, and you would love to be part of a creative, energized interior design team, we would like to speak with you.

We are looking for someone that is detailed and a great communicator. In this position you would be responsible for overseeing multiple projects, communicating with our clients, the HDG team, and the many vendors that must come together to put the finishing touches on our beautiful projects.

On any given day you might be a part of managing, tracking, and evaluating the status of our projects and arranging for delivery and installation. Key relationship development with manufacturers, clients, and supply partners to create successful installations is an important aspect of this position. The position requires you to conduct onsite visits to scope, assess, and understand the spaces in preparation for installation; set policy and procedures for the department; collaborate with designers, clients, and senior management. The nature of the position requires someone that enjoys a fast paced and deadline driven environment.

Responsibility:

- **Department Management:** Oversee procurement staff
- **Vendor Management:** Develop vendor relationships, negotiate contracts, oversee service, review vendor invoices.
- **Inventory Management:** Coordinate deliveries to 3rd party warehouses, manage inventory records of all received merchandise, and champion process improvement procedures.
- **Installation Management:** Conduct site visits to oversee site readiness in preparation for installations, assemble and manage installation team, schedule and coordinate installations and deliveries, manage budgets, plan for contingencies. Resolve any day of or post install issues and close out the project.
- **Art Management:** Coordinate all art framing in advance of installations and manage the art inventory

Requirements:

- 7+ years of furniture procurement project management experience
- Industry experience in interior design, furniture, trade show exhibits or other industries with lots of moving pieces in the installation process is desired.
- Bachelor's degree required or equivalent experience.
- Outstanding planning and problem-solving skills.
- Determined and driven to move projects to completion even when unexpected things happen.
- Assertive by nature to hold vendors accountable.
- Highly energetic with the ability to work in a fast-paced, self-directed environment.
- A strong sense of urgency and attention to detail

- Impeccable organizational skills
- Negotiation skills
- Superb people, verbal, and written skills

Technical requirements:

- Deep experience with Microsoft office including excel and power point

This position is FULL-TIME.

Hartman Design Group is an award-winning commercial interior design firm specializing in new construction and renovation of multi-family properties since 1987. With a distinctive body of work that spans five decades, we have partnered with some of the most notable and highly respected developers both nationally, and throughout the Mid-Atlantic region. Together, we help people love where they live.

At HDG, we're committed to offering everyone opportunities to learn, experiment, and grow. If you are motivated by challenge, passion, and meaning, then you'll love working here.

Our staff size ranges between 24 - 30 people

HDG is located in the Rockville Town Center - 1/2 block from Rockville Metro Station.

HDG offers competitive salaries and full benefits.
