

PROCUREMENT ASSISTANT

At Hartman Design Group, design is personal. Buildings do far more than provide shelter – they provide context for living and touch lives. From our hearts to yours, we invite you to walk in and experience the spaces we create. 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.

HDG is seeking an ambitious and highly motivated individual to join our firm as a Full-Time Procurement Assistant. If you would like to be a part of a growing firm working with top developers and play a key role in supporting the procurement and management team, we would like to hear from you.

This position will support various office functions including assisting in the monthly tracking reports, filing paperwork in job binders, updating database, contacting vendors regarding all open purchase orders, and obtaining status to see the orders through until they have delivered to the warehouse.

Education & Experience

- College degree
- Previous office experience
- Previous interior design experience preferred, but not required
- Previous procurement experience preferred, but not required

Skills & Abilities:

- Ability to multitask
- Ability to work well under pressure and in a fast-paced environment
- Excellent verbal and written communication skills
- Knowledge of MS Office applications, especially Excel
- Tech savvy
- Impeccable organizational skills
- Negotiation skills (must persuade vendors to move our orders forward)
- A strong sense of urgency and attention to detail

To Apply:

Please send your resume to careers@hartmandesigngroup.com.