

## PROCUREMENT ASSISTANT

HDG is seeking a procurement assistant with 1 year of experience in interior design. The Procurement Assistant is responsible for contacting vendors regarding all open purchase orders and obtaining status. This person will need to check every item in every single open PO, make sure the vendor has everything they need to produce the order, obtain an estimated ship date, and see the order through until it has delivered to the warehouse.

### Responsibility:

- Build rapport with all vendors
- Maintain constant contact with vendors regarding all open purchase orders
- Update proprietary database with status of all orders
- Maintain accurate notes in database regarding all communication with designers and vendors
- Communicate with designers and procurement manager regarding any order related issues and follow up to be sure issues are resolved
- Track orders and communicate with warehouse to ensure delivery has been made
- File all paperwork in job binders
- Enter acknowledgments
- Communicate with off-site warehouse and enter all merchandise receiving reports

### Requirements:

- Must be able to learn how to navigate and utilize proprietary software quickly
- Must be proficient in Excel, Word, and Outlook
- A strong sense of urgency
- Attention to detail is a must
- Impeccable organizational skills
- Negotiation skills (must persuade vendors to move our orders forward)
- Superb verbal and written skills
- Ability to multitask
- Must work well under pressure and in a fast-paced environment
- Must be able to lift 50 pounds

### Experience:

- Interior Design Procurement: 1 year

**This position is FULL-TIME. \$13 - \$16 per hour depending on experience.**

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.