



KATHERINE MUELLER  
DESIGN

### **Purchasing Assistant: CeTerra Accents & Interiors**

**Primary Function:** Under the direction of the Owner/Principal Designer, the Purchasing Assistant will be responsible for the preparation, tracking, and follow-up related to purchase orders, merchandising tracking, installations, and invoicing.

### **Responsibilities and Accountabilities:**

- Prepare purchase orders and send copies to suppliers and to internal personnel originating requests
- Compare suppliers' bills with purchase orders to verify accuracy
- Prepare, maintain, and review purchasing files, reports and price lists
- Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications
- Where appropriate, compare prices, specifications, and delivery dates to determine the best bid among potential suppliers
- Calculate costs of orders, and charge or forward invoices to appropriate accounts
- Locate suppliers when needed
- Track the status of products and merchandise
- Contact suppliers to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems
- Respond to customer and supplier inquiries about order status, changes, or cancellation
- Order materials as needed and/or as requested
- Pay bills upon owner's approval
- Prepare and/or update reports as directed
- Maintain an organized system to track and retain quotes, receipts, purchase orders, returns, statements, and other documentation
- Other duties as assigned

### **Experience/Educational Requirements:**

- Associate degree or equivalent in accounting, bookkeeping, purchasing or related field helpful

- Minimum of 2 years of relative experience
- Background in interior design preferred, particularly to understand products, materials, and measurements
- Proficient with all Microsoft products including Excel and PowerPoint (using PC and Mac), email and internet required; experience with Quickbooks or other point of service software required
- Ability to perform math functions and analysis to ensure all purchase transactions, financial reports, and measurements are accurate

### **Additional Qualifications:**

- Pays attention to detail
- Self-directed and able to work with or without supervision
- Strong organizational skills to self-manage projects and time
- Extremely personable, positive, and approachable
- Reliable team player and hold yourself and others accountable to high standards
- Collaborative team-player
- Client-focused for a positive customer experience and resolution
- Strict adherence to the Company's philosophy, mission statement and core principles
- Excellent written and verbal communication skills
- Comfortable in a fast-paced environment with multiple tasks and projects at hand
- Creative problem solver who thrives when presented with a challenge; is resourceful

### **Physical/Mental Demands:**

- Ability to freely move throughout the day, sometimes in small areas, to include walking, bending, stretching, reaching, lifting, pushing, etc.
- May sit for long periods of time
- Ability to lift a minimum of 45 lbs. occasionally
- Coordination to manipulate fingers and hands to work with objects that may be fragile, small, large, odd-shaped, etc. and to work on a keyboard and other equipment
- Talk, hear and see at both a close and long range
- Verbally communicate with others
- Work with fluctuating workloads and with interruptions

Please send resume to [studio@katherinemuellerdesign.com](mailto:studio@katherinemuellerdesign.com)