

Purchasing Assistant

Who we are: **Thoma-Holec Design** is an award winning, international design firm that specializes in long term care facilities. Our work takes us to multiple states and provinces and is a growing and very rewarding specialization of design work. Our firm continues to grow and create opportunities for our employees.

What you will do:

- Receive specifications from the design team
- Obtain pricing from vendors
- Check stock and delivery dates
- Verify that all specifications are correct and complete
- Enter specifications and pricing into Design Manager Software
- Create a purchase order and hand off to procurement tracking team
- Match acknowledgement to purchase order and verify its accuracy
- Enter acknowledgment and shipping dates into Design Manager.

Skills Required:

- This is NOT a design job, but rather a position working closely with the interior design team
- Minimum of 1-5+ years of interior design purchasing experience (hospitality, model home merchandising, commercial are appropriate)
- Ability to multitask and handle multiple projects with ease
- Proficient in Microsoft Office and the ability to learn specialized purchasing software- Design Manager
- Knowledge of materials, vendors, and the specification and purchasing process
- Excellent skills required for communication with fabric, furniture and product representatives and suppliers
- Professional appearance and attitude

Additional Info:

- Compensation based upon experience
- Benefits provided including, medical, disability insurance, life insurance, paid holidays, 401K match, vacation, PTO, Profit Sharing,
- Professional references required
- Proof of vaccination
- Non-smoking
- In office training with negotiation opportunity for work at home.

PLEASE SEND RESUME TO: luann@thoma-holecdesign.com