



# OUR HOUSE YOUR HOME

## **Position: Procurement Manager & Bookkeeper**

*The role of the Procurement Manager & Bookkeeper is to support the Junior Designer by overseeing purchasing all the way through materials arriving on site, as well as assisting the Office Manager with bookkeeping and organization. This is a highly administrative role and is not an entry level role for an interior design position.*

**Starting Annual Salary:** \$50,000

**Hours:** Full-Time; Standard work hours M-F from 8am-5pm (Additional hours may be required on occasion but we will do our best to communicate ahead of time.)

**Annual PTO:** 80 Hours (Received after first 30 days of full time employment)

**Holidays:** 7 Holidays per calendar year; (Will provide you with list of company holidays)

**Mileage Reimbursement:** Standard Texas mileage reimbursement rate for work related errands

## **Qualifications:**

- Comes from a background managing moving parts with the ability to be assertive and flexible and carry out a large goal. Individuals with a background in event planning, retail management, operations could be a good fit for this role.
- Fine attention to detail but the flexibility to change gears while carrying out an overall goal, strong ability to organize, process oriented

- Amazing communication & interpersonal skills, and the ability to be assertive and clear with vendors and installers, elevated written communication skills
- Independent thinker, problem solver, and self-starter
- Comfortable working in a fast paced, high pressure environment
- Tech Savvy; Able to work within Google Suite & Google Apps, Quickbooks, Excel Spreadsheets and Formulas
- Bookkeeping experience and knowledgeable with Quickbooks; ability to analyze and understand budgets and spreadsheets
- Ability to read blueprints, extract dimensions and run material takeoffs is not required but could be valuable
- Knowledge of wholesale and trade vendors in the Design & Construction industry is not required but could be valuable

### **Responsibilities:**

- Manage & oversee entire ordering process upon design approval: verify dimensions/SF, order product, follow up/tracking, receiving/inventory, label/organize for storage/transfer & update FFE sheets
- Maintain inventory checklist for items received vs items pending to be received
- Schedule deliveries and organize materials for job sites; Coordinate with OHYH Construction Superintendent to ensure design selections are on site.
- Manage all purchase expenses on spreadsheets and compare to budgets; assist with over/under amounts and Change Orders; assist with sales tax tracking
- Assist Office Manager with bookkeeping and categorizing project expenses on Quickbooks
- Organize Office Material Library, and client project drawers and binders
- Manage receiving warehouse: track items, pay invoices, send shipping lists, etc.
- Update proposals in design softwares as needed and assist with cut-sheets, per designer
- Support on site furniture installs with warehouse team
- Manage damages, vendor claims, repairs, and returns
- Maintain relationships with vendors and establish new vendor relationships; set up wholesale pricing and discounts with vendors.
- Errands and driving necessary for picking up materials & samples. Must have a reliable car and be able to lift up to 50lbs.