

# PHILPOTTS INTERIORS

## PROCUREMENT SPECIALIST

Philpotts Interiors is a Hawaii based interior design firm with an exciting portfolio of projects ranging from high end residential, hospitality, commercial/office to healthcare facilities. We are seeking an experienced Procurement Specialist.

Summary of Position: The Procurement Specialist is responsible for identifying and managing key suppliers, managing product inventory, purchase orders, purchasing goods or services, and contract negotiation to align with the company's purchasing agreements and ensure materials and products meet the project's specifications.

This individual demonstrates organizational skills, accountability, and reasonable judgment when anticipating and solving product availability complexities. This position provides support to the designers to ensure consistent and high-quality service firm wide.

Additional responsibilities of this position include, but are not limited to:

- Create budget and proposal and accurately write/document specifications.
- Process orders and maintain order acknowledgements. Attention to detail is critical.
- Constant communication with various vendors to confirm orders are being processed to meet requested delivery dates and ensure project deadlines are met.
- Communicate with designer regarding order updates on projects.
- Communicate directly with clients, customers, and vendors (shippers/receivers and/or investigators) regarding project updates, schedule installations, etc.
- Coordinate dedicated truckload pickups/deliveries.
- Request, approve and process vendor quotes.
- File freight claims the same day damages are reported.
- Offer solutions and options that can be presented to the correct parties to problem solve issues in a manner that protects the interest of our company, our customers and the carrier.
- Follow up diligently on all outstanding claims and items.
- Negotiate partial recovery on freight claims when applicable.
- Installation of FF&E and/or prepare materials, schedules and other documents needed for installation.
- Manage clients' financials including but not limited to FF&E funds, manage time spent on fixed fee and not to exceed projects, collection of unpaid invoices and proposals.
- Manage and understand project schedule.
- Provide support as needed to designers.
- Conduct project close outs.

This job description reflects management's assignment of essential functions, but it does not prescribe or restrict the tasks that may be assigned.

#### Minimum Requirements

- Strong communication and writing skills
- Team Player
- Organized
- Microsoft Office Proficient including InDesign
- Interpersonal Skills
- Associate Degree or Higher
- 1-2 minimum years of experience in purchasing