

Job Description: Procurement Coordinator



Laliberte Interiors is a boutique interior design firm located in Northern NJ specializing in modern interior design with an elegant, sophisticated vibe.

We enjoy a creative, collaborative, easygoing environment in our office and are looking to add an organized, detail-oriented Procurement Coordinator to help move projects along from the first client call to the last pillow placed in a stunning finished home.

If you have extreme attention to detail, a great work ethic, the ability to learn quickly and follow detailed instructions without cutting corners, and an upbeat personality, please send us your CV and cover letter at hr@laliberteinteriors.com with the subject line "Procurement Coordinator: (Your full name)".

Most of the work is performed in the office, occasional on-site help lifting small furniture pieces and accessories is required.

Please note this job is not for someone who wants to become an interior designer.

The candidate must have a valid driving license, own a car, and be able to drive occasionally for job site visits and furniture installations.

This is a full-time W2 position with paid time off.

Duties:

- Process and organize email communication with suppliers and vendors
- Keep all project paperwork (signed contracts, proposals, sign-offs) organized and up to date
- Place orders with vendors and receive order acknowledgments;
- Follow up with vendors on open orders, communicate with receiving warehouse about issues and damages, update our Project management system with order status and dates, and provide a weekly report to the principal;
- Schedule delivery days and assist during furniture deliveries, styling, and photoshoot days.
- File claims with vendors and shipping companies;
- Check quotes, order acknowledgments, and invoices for accuracy.
- Keep purchasing paperwork organized in Dropbox.
- Keep vendors' library and price lists organized and up to date;
- Help with preparation for the design presentation;
- Be with the principal designer on meetings and prepare meeting notes when required;
- General office administration - order office supplies, keep samples organized, etc.
- Reconcile product payments and office expenses with the bookkeeper;
- Oversee team time tracking and other KPIs

Qualifications:

- Superior verbal and written communication skills with accountability and follow-through
- Proficient with MS Office (Outlook, Word, Excel) and Google spreadsheets

- Extreme attention to detail, especially concerning numbers, is a must
- Experience with ordering and tracking the high volume of merchandise is a major plus
- Ability to work in multitasking mode
- Ability to complete assigned tasks in an organized and timely manner
- Experience with Project Management software (Asana, Active Collab, Trello, Basecamp, or similar)
- Ability to work well in a collaborative team environment with little supervision
- Exceptional time management and organizational skill
- Studio Designer experience is a major plus but not a requirement
- The desire to implement amazing projects with a team and create an outstanding customer experience

Work hours:

40 hours a week, Monday-Friday 9 am-6 pm (flexible start and finish time)

Compensation and benefits:

Starting salary: \$55k-\$70k a year

Paid time off: 10 vacation days, 5 sick days, and 7 holidays

Lunch in the office on Fridays for all team members

Work from home on Fridays available after 6 months of employment

Once a year: team trip to one of the international design exhibitions (High Point Market, NC / ISaloni Milano / Maison Objet, Paris)

Once a year: BBQ party for all team members and their families

Dog-friendly office - bring your puppy to work!

Office Location:

Hawthorne, NJ, 07452