

DESIGN WELL SPENT CO

2815 Elliott Avenue, Suite 100, Seattle, WA 98121

www.designwellspent.com

Contract Buyer Job Description

DWS Co is looking for a **Buyer** to join our growing team on a contract basis. This position will have the opportunity to work on a wide range of project types including retail, hospitality, and multi-family residential design across the country.

We are looking for candidates who have experience in data management and excellent interpersonal and client management skills. This person will be responsible for placing and tracking orders for our design projects. Responsibilities will include creating purchase orders, tracking payments, delivery and third-party logistics from order to delivery. The ideal candidate is detail-oriented and thrives in a fast-paced, ambiguous setting; is nimble and adaptable in a small team environment; and brings a strong work ethic, attention-to-detail, and positive attitude to the table every day. DWS Co is a young company, so we need candidates who will roll up their sleeves, be able to wear a lot of hats, be a team player, and contribute to the overall success of the company.

DWS Co Mission

To make the world a better place – one design at a time. We create spaces where people want to be – spaces where life happens, connections are made, and experiences are memorable. We want our clients to walk away feeling like their experience with us was time, money, and Design Well Spent.

About DWS Co

DWS Co has been in business since 2020, with strong and steady growth in retail, hospitality, and multi-family residential design. Clients include some of the world's largest retailers and brands across the country, with exciting projects lined up for the coming year! We offer competitive salary and benefits, remote work flexibility, and a fun, collaborative team culture. We support our team's growth and development, and want to make sure you get as much out of this experience as we get from having your talent on our team.

Responsibilities

- Purchasing activities such as establishing trade accounts, issuing purchase orders to suppliers, working closely with suppliers to ensure on-time production of custom goods, and tracking items to delivery
- Accurate and timely data management and reporting across multiple projects
- Support and work closely with internal and client teams, to understand project needs and execute against requirements
- Collaborate with Third Party Logistics supplier to track inventory, support project installs, and manage through exceptions
- Coordinate with our Sourcing Manager tracking purchases against projects and ensure data accuracy around spend

Qualifications

- Bachelor's degree (BA/BS) in procurement, sourcing, business, economics or other related field
- 2-4 years of professional work experience in purchasing, logistics, supply chain management, project coordination, or similar role
- Strong attention to detail and data accuracy
- Demonstrated ability to work effectively and multi-task in an extremely fast paced, ambiguous environment
- Demonstrated ability to manage multiple simultaneous projects requiring frequent communication, organization, time management, and problem-solving skills
- Exceptional organization and communication skills
- Proactive, flexible, and positive attitude – self-starter and self-directed
- Software Proficiencies:
 - Microsoft Excel, including VLOOKUP and pivot tables.
 - Experience with Fohlio preferred, not required