

# CID DESIGN GROUP

## Assistant Procurement Specialist

### If you believe in ...

- ... respect *and* humility
- ... *caring* for others and your work
- ... a can-do *positive* attitude
- ... being a *curious* student for life
- ... asking questions and *listening*
- ... *detail* and nothing left to chance
- ... fresh yet *timeless* design
- ... knowing *how to construct* what you are imagining
- ... resourcefulness and the *value* of a dollar
- ... doing what it takes to complete projects *on time*
- ... professionalism
- ... *teamwork*
- ... *giving* back + forward!
- ... realizing the client's vision
- ... the job not being done until the client is *thrilled*

### We exist to...

**“to create *THE* space that pushes boundaries, engages, and moves people.”**

CID Design Group is a 35+ year old national and international, multi-disciplined boutique Interior Design firm in Naples, FL, seeking likeminded, talented, motivated, and forward-thinking people. We are a fast-paced, design firm that is growing with great opportunity for the right person. Our portfolio includes projects coast-to-coast in over 35 states, 60 cities, and across North America. We focus on: multi-family, hospitality, and commercial design in both new development and renovation. At CID “We Care about Everything” – Our clients, our people, our families, our community, our work, thinking outside the box, resourcefulness and making a difference every day.

**If this sounds like you, contact us for the nitty gritty!  
[apply@cid-designgroup.com](mailto:apply@cid-designgroup.com)**

### Please Submit:

- Resume
- Salary History
- References
- Quantify as infographic or scale (1-10) expertise in the following:
  - PowerPoint
  - Microsoft Office: Excel, Word, Outlook

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## **ESSENTIAL JOB FUNCTIONS:**

- Manage and follow up on all punch list items with vendor, procurement, and warehousing
- Manage inventory, damages, and returns upon completion of installations
- Verify inventory and delivery of items prior to installation
- Coordinate and schedule installers and warehousing for additional deliveries needed post initial install
- Receive items into procurement software upon receipt
- Produce inventory lists of projects after installations
- Contact vendors to trouble shoot issues with order placement and tracking
- Enter designer provided specs and product images into procurement software
- Assist with SWW entry of credit card receipts
- Check stock, pricing, and ordering FFE samples/swatches for projects
- Obtain vendor quotes for designer provided specifications
- Assist procurement with purchase orders, tracking, warranties, and claims as needed
- Perform various duties as directed by Procurement Specialist
- All other duties as assigned

## **REQUIREMENTS:**

- Bachelor's Degree in Business Administration or Accounting with significant Administrative experience
- Understanding of budget and cost analysis
- 3+ years of customer service, accounting, and/or purchasing experience
- Highly developed MS Office skills
- Exceptional organizational skills
- Strong communications skills
- Ability to prioritize and respond quickly

## **COMPENSATION/BENEFITS:**

- Salary is based upon experience
- (10) Paid PTO Days
- (10) Paid Holidays
- Health Insurance Eligible after 30 Days
- 401K Eligible after 1 year
- Continued Education Opportunities
- Healthy Life Reimbursement