

Belong to a growing team of talented professionals!

Are you super organized, are thrilled by fast paced work, and like a position where you can take the reins and dictate your work day? Are you fun? Do you like working in an atmosphere where creativity rules? Do



you want to know that your services are appreciated every day? Then you may want to apply to the fastest growing Interior Design firm in South Jersey. We are growing and have just moved into our new space which can accommodate more talented people on our staff. Our brand new offices have high traffic visibility hosting over 5000 potential customers/month.

The McMullin Design Group is interviewing for the following full-time position:

INTERIOR DESIGN PURCHASING ASSISTANT

The ideal candidate should possess the following qualifications and skills:

-Associate's degree or equivalent in Architecture or Interior Design or equivalent experience in a furniture store environment

-Assist Purchasing Coordinator and Lead Designers with daily activities including (but not limited to) approval of CFAs, call on defects, order entry errors, claims, statuses of orders, product inspection, assist in warehouse organization, file paperwork, attend installs for clients.

-Effective verbal and written communication skills as well as organizational skills including the ability to communicate effectively with vendors and work as part of a large design team.

-Creativity, professionalism and enthusiasm to learn with a pro-active approach to process

-Proficiency Microsoft Office including Publisher, Excel, QuickBooks knowledge a plus (but will train if needed)-

-Knowledge of furniture and window treatments is a huge plus! +++++

-On-time delivery of work to employer as well as clientele-

-Valid Drivers license required

Other personal attributes that are a must for this positions:

Quick learner, Excellent memory recall, Accuracy and attention to detail, Excellent written and communication skills, Proactive, "can-do" attitude, Enthusiastic with an ability to work unsupervised as well as in a team environment, dynamic and confident with the ability to hit the ground running, Ability to communicate with people at all levels, Effective organizational and time management skills with ability to prioritize and manage conflicting demands, Excellent telephone manner and interpersonal skills, Ability to perform under pressure and dedicate hours to drive projects through to completion, Reliable transportation required A great sense of humor!

Now you may be thinking, "South Jersey.....but I live in PA"! No worries- Cherry Hill, NJ is a super easy commute, many of our employees do it every day. We are located just minutes from all bridges.



Benefits include:

-Simple IRA Match after one year

-Disability insurance coverage

-Summer flex schedule

-Paid holidays

-Over 1 month of PTO time with longevity

-Tiered bonus systems that increases with longevity at MDG

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McMULLIN
DESIGN GROUP

Send you cover letter and resume Subject Line: Purchase Coordinator Application addressed to Maria- admin@mcmullindesign.com for consideration.