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## **Purchasing/Administrative Assistant**

### **Job Summary**

- The right candidate is experienced and passionate about organization and details
- Exceptional written and verbal communication skills required, with interior design experience a plus
- Responsible for all procurement for client projects and office needs, from start to finish

### **General Accountabilities**

- Handles all project and office procurement and documentation
- Tracking, ordering and processing purchase orders for all clients and projects
- Maintaining shipping status reports for all clients, updating daily, keeping in communication with suppliers, vendors, shipments
- Identifies issues in documentation for problem solving with team, communicating solutions and following up
- Accepts and logs in small deliveries, noting defects/damages and then resolving issues with appropriate vendor
- Responds to inquiries and requests for information from vendors and suppliers
- Maintains and answers all email in company email box
- Serves as an internal resource to staff and executives
- Performs administrative duties associated with scheduling and coordinating meetings and planning events.
- Oversees office operations
- Responds to emails on behalf of executives
- Maintains orderly digital and physical material sourcing library
- Assists with some interior design tasks in office

### **Job Qualifications**

- Education: Associate's degree
- Experience: 1-2 years of related procurement experience
- Proficiency with Microsoft Office Suite and Google
- Excellent organizational, written and verbal skills

### **Skills**

- A mature individual with a strong commitment and work ethic
- A person who is conscientious, timely, and punctual, and who can help keep executives on schedule
- A polished and professional presence in our casual yet dynamic creative office