

assistant to general manager

the assistant performs a variety of administrative activities to support the general manager, ensuring the smooth flow of information and follow up between vendors and sales people for purchasing, sales people and their customers for sales, and customers and jobsite personnel for project management. the assistant's primary duties can be broken down into three major categories:

purchasing assistant duties

- ensures that all required signed documents are presented by sales person to place the order.
- creates purchase orders for manager's approval and places orders with vendors using the company's purchasing procedures.
- maintains purchase order log
- follows up daily with sales people to make sure orders get placed in a timely manner.
- coordinates with warehouse staff and provides any necessary paperwork and plans for inspection of merchandise upon its arrival
- coordinates deliveries and installations with delivery companies, installers and customers and provides paperwork and plans.
- places claims with manufacturers if products arrive wrong or with forwarders if products arrive damaged from transport.

sales assistant duties

- writes proposals in excel and/or quickbooks from pricelists following company's sales procedures.
- processes sales if sales person is not available, ensuring all documents are signed and deposit payments are received.
- organizes the library and contacts all vendors for latest catalogues, samples, pricelists and give away catalogues.

project assistant duties

- update project spreadsheets as necessary.
- other duties as assigned.

job requirements

- 3-5 years experience in purchasing or project management.
- Experience in furniture showroom a plus
- Bachelor's Degree, accounting or business preferred
- Experience with Quickbooks Enterprise
- Excellent MS Excel skills
- Exceptional attention to detail and accuracy
- Excellent communication skills (verbal and written)
- Highly organized and self-directed
- Ability to work in a fast-paced environment