

EXPEDITOR PURCHASING AGENT



JOIN AN AWARD-WINNING RIVER NORTH CHICAGO INTERIOR DESIGN FIRM

If you thrive in fast-paced environments and enjoy managing details and orders, The Childs Dreyfus Group is seeking a versatile Expeditor/Purchasing Agent responsible for transporting goods as quickly and efficiently as possible. Your work contributes to overall project management and success and includes tracking orders, handling delays and coordinating with the warehouse team.

Flexible work environment. Competitive salary, health and dental, 401(k).

WHAT YOU'LL DO

- Create budgets for shipping goods
- Negotiate with vendors to decrease shipping costs/times
- Review and track all orders and inventory
- Create and modify documents with Microsoft Office; perform general clerical duties
- Coordinate with Fulfillment Logistics team and Warehouse Manager
- Create weekly reports and travel arrangements

WHAT YOU'LL NEED TO SUCCEED

- Bachelor's or associate degree in business
- 3-5 years' experience with logistics in furniture/furnishings
- Proficient in Microsoft Office
- Excellent written and verbal communication skills
- Attention to detail, strong organizational skills, enthusiastic team player
- Ability to manage multiple timelines and deadlines in fast-paced work environment

APPLY TODAY!