



Cultivate: Purchasing Assistant
Full-Time, Boulder, CO

Overview

Cultivate is currently looking for a full-time **Purchasing Assistant** based out of Boulder, CO. The Purchasing Assistant will primarily be responsible for all event product orders and sales team support, but will also be charged with assisting in the execution of interdepartmental projects and tasks. The ideal candidate will be a team player who is able to work in alignment with the events, sales, merchandising and accounting teams. Reporting to the Director of Purchasing, they will manage the day-to-day needs of event ordering and sales proposal management while also being self-directed, proactive, and ready to execute projects independently.

What we need

Experienced purchasing assistant with extreme attention to detail, a love for processes, data analysis, and who also possesses the creativity needed to execute client-ready sales proposals. Knowledge of the brands we represent at Cultivate, as well as a good feel of what trends are happening in adjacent industries and brand categories. A natural leader - someone who is looking to grow within Cultivate and the purchasing department. A flexible worker, with the ability to pivot from one task to another to meet the demands of the sales and events teams under tight deadlines. A candidate with excellent verbal and written communication skills to both internal team members and external customers and brand partners.

Who you need to be

A creative, yet critical thinker who has the ability to understand all aspects of a situation to determine best course of action and is adept at quick problem solving. Comfortable communicating with interdepartmentally, as well as with outside brand partners and suppliers, especially with event issues under tight turnarounds during busy season. Confident in your decision-making skills and sharing the why's behind your decisions, but also comfortable knowing when to escalate a situation when necessary. A quick learner willing to do the research needed to gain a strong understanding of the gift experience and incentive travel industry, most importantly the people for whom we are buying gifts. Hungry to learn what our customers are buying and why, through the use of data collection and analysis, and the skills to implement this information for future orders.

What you will do

- Manage assigned sales team member's event product orders and logistics
- Work closely with the events team to ensure timely delivery of product to events
- Create and execute strong custom sales proposals for sales team and clients
- Maintain up-to-date product and pricing information with brands and suppliers



- Maintain Cultivate's sales presentations via PowerPoint
- Prioritize and balance multiple tasks simultaneously
- Take accountability and ownership of events from start to finish
- Prepare and maintain data reports and event recaps
- Assist purchasing team with ad-hoc projects

Standout Skills

- Advanced Excel knowledge preferred, i.e. pivot tables and vLookup
- Previous experience working with a sales team
- Experience with Purchase Order software, such as QuickBooks preferred

Must Haves

- Bachelor's degree in Retail Merchandising, Business, or equivalent work experience
- Minimum of 1 year professional experience
- Strong mathematical aptitude - must be comfortable and experienced with mathematical functions and formulas and able to interpret and analyze data
- Detail-oriented and able to complete assigned tasks quickly and accurately without requiring follow-up
- Highly organized, self-motivated & self-solver
- Strong proficiency with Excel and PowerPoint
- Strong oral and written communication skills, ability to interface with suppliers regularly
- Strong attention to detail required
- Customer-driven attitude
- Ability to analyze and summarize data for Purchasing team

Compensation & Benefits

- Competitive based upon experience
- Benefits including 401k (w/ 3% match) and insurance coverage

To apply, send your resume and cover letter to Kelsi@cultivatepcg.com

The above description reflects management's assignment of essential functions; it does not prescribe or restrict the task that may be assigned.