

# Cultivate

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Full-Time, Local

## Purchasing Coordinator

### Company Overview

In 2010, Cultivate introduced a better way to gift that companies and recipients could benefit from: invite people to select a gift of their choice. Since then, our team of Gifting Experts has evolved the industry and become a trusted partner for a growing portfolio of Fortune 1000 clients like IBM, Verizon, Boeing, and Charles Schwab.

After a decade of successful On-site Gifting, we launched an all-in-one Online Gifting Platform designed to help companies deliver appreciation to people's inboxes while leveraging data, tech, and savvy tools to track and measure their Return On Appreciation. Now, we have a unique opportunity to offer a variety of gifting solutions to our existing clients, new markets, and the \$240B+ corporate gifting industry in the US.

As we head into our next decade of growth, Cultivate is recruiting across multiple teams and looking for innovative people to join our team and start-up environment that's backed by 12+ years of success. If you want to put your skills and talents to use helping companies create meaningful connections through gifting, and have the grit and determination to help further our company mission, we'd love to hear from you!

### What We Need

Cultivate is currently recruiting a full-time Purchasing Coordinator. This role supports the Purchasing team and will report directly to the Purchasing Manager. The ideal candidate will be a good collaborator with the ability to communicate across all company departments and brand partners. This person will also be a flexible worker, with the ability to pivot from one task to another to meet the demands under tight deadlines, and will communicate with vendors directly for order management. A candidate with excellent verbal and written communication skills, detail-oriented, and a self-starter.

### What You Will Do

- Prioritize and balance multiple tasks simultaneously
- Support responsibilities specific to the GiftCultivate virtual gifting platform, which includes, but is not limited to, manual purchase order management, tracking, and out-of-stock processes
- Responsible for the Event Gifting return process for select suppliers
- Responsible for placing drop ship post-event orders for Event Gifting
- Management of in-office shipments and product inventories
- Responsible for maintaining supplier records and brand folders on Google drive
- Facilitate supplier onboarding organization, scheduling, and liaison between Cultivate and Suppliers
- Responsible for Cultivate inventory updates at fulfillment centers
- Support Purchasing Associates with SKU building as needed

### Must Haves

- Bachelor's Degree preferred
- At least one year of experience in a similar role
- Quick learner and unafraid to ask questions
- Intermediate knowledge of Excel, Powerpoint, and Google Suite
- Customer Service driven attitude
- Strong ability to interpret, analyze, and summarize data
- Strong oral and written communication skills, ability to interact with suppliers, clients, and guests professionally; willing to pick up the phone to solve any issues
- Detail-oriented and able to complete tasks quickly and accurately without requiring follow-up
- Data entry experience and a proven track record of accuracy and precision preferred

### Standout Skills

- Solution Oriented
- Independent worker

### Compensation and Benefits

- Annual salary of \$44k - \$52k, depending upon experience.
- Benefits include:
  - 401k Plan with a 4% employer match
  - Insurance plans (health, vision, and dental)
  - Employer contribution of \$250 to medical premium
  - Employee Assistance Program
  - Paid time off, including seasonal half-day Fridays
  - 9 paid holidays per year including a floating holiday
  - Employee recognition programs
  - Referral bonus opportunities