



SENIOR PROCUREMENT MANAGER

One of the nation's leading Planning, Architecture, and Interior Design firms is searching for a Senior Procurement Manager.

Qualified Candidate Should Possess:

- Fluency in Microsoft Office Suite (Word, Excel, Outlook)
- Adeptness in learning purchasing software
- Excellent knowledge of hospitality resources, vendor and manufacturers
- Excellent leadership and communication skills
- Professional appearance and demeanor
- Ability to engage with key stakeholders
- Proactive work ethic
- Ability to work independently as well as part of a team
- Attention to detail while being able to work quickly to meet deadlines
- Ability to multi-task and establish priorities during the purchasing and invoicing processes
- Strong organizational, communication and presentation skills

Specific Responsibilities Include (but are not limited to):

- Reviewing FF&A budgets and specifications
- Creating and issuing Purchase Orders
- Proofing vendor acknowledgements
- Expediting Orders and developing Expediting Reports
- Tracking all FF&A and creating progress reports to issue to clients
- Attending team meetings and providing client updates
- Representing Chambers at installations and project meetings as assigned
- Following up on punch list items
- Maintaining an active directory of projects and expected FF&A installation dates

BENEFITS & COMPENSATION

Chambers offers competitive compensation commensurate with experience, as well as a generous benefits package and a welcoming environment that encourages and supports professional development.

MORE ABOUT CHAMBERS

Since 1899, Chambers has evolved to become one of the largest, award-winning hospitality design firms in the nation with a focus on private club, hospitality, and lifestyle design. With a holistic approach to private club planning and design, Chambers provides a full suite of services to our national and international clientele. Headquartered in Baltimore, Maryland, Chambers has additional offices in Dallas, Minneapolis, Washington D.C, and Naples.