

ALDER & TWEED
DESIGN CO.

HOUSEWARES COORDINATOR

Partial Remote/Flexible Schedule

Competitive Salary & Commission Opportunities

Paid Health Insurance

Generous Paid Personal Leave

401k + Employer Match

Professional Development Opportunities

Internal Advancement Opportunities

Team Social Events

Job Description:

Alder & Tweed is an interior design firm in Park City, Utah that is looking for a new member of our team who is ready to learn and grow with us! We are a face paced, fun, and hardworking team. We specialize in luxury vacation home interior design and want each client and home to have a curated experience.

Responsibilities:

- Meet with design teams to determine client needs
- Order/Receive all items purchased
- Oversee and manage inventory
- Oversee warehouse organization
- Establish and maintain vendor accounts
- Manage install calendar
- Coordinate all items for install
- Assist with installs - Manage any claims and punch list items

Requirements:

- Personal vehicle
- Strong verbal and written communication
- Self Starter
- Detail Oriented
- Organized
- Team Mentality
- 1-2 years purchasing or office experience

Job Type: Full-time

Base Salary + Bonus Program