

# WARMING TRENDS®

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## **Our Company**

Warming Trends designs, manufactures, and distributes superior outdoor gas fire features. Our main office is in Englewood, Colorado, about 20 minutes south of downtown Denver. With patented, competitively advantaged and United States made products, we have created a company that has proven itself to be an innovative industry leader. We appreciate every opportunity we are given to contribute to our customers' outdoor living environment and lifestyle. Visit our website at [www.warming-trends.com](http://www.warming-trends.com) to learn more.

Along with our product, our employees seek to delight our customers and help drive our successful brand.

As Warming Trends continues to expand, the Company is committed to investing in our team members, as we seek members whose performance can match that of our CROSSFIRE burner systems.

## **Procurement Assistant**

The Procurement Assistant is responsible for sourcing goods and services, managing vendors, purchase order creation and tracking, The successful candidate will be able to perform strategic procurement activities across multiple categories of spend, search for better deals, and find more profitable suppliers and assist with inventory management.

### **The Procurement Assistant is expected to:**

- Assist in execution of purchasing strategies
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Assist the Procurement Agent with tasks as needed
- Seek and partner with reliable vendors and suppliers
- Determine quantity and timing of deliveries
- Monitor and forecast upcoming levels of demand
- Track material and monitor resource availability
- Communicate effectively with customers

### **Requirements**

- 1 to 2 Years proven working experience in Purchasing.
- Excellent verbal and written communications skills

- Able to multitask
- Proficient in Microsoft Excel
- Proficient in QuickBooks
- Strong organizational and time management skills
- Exceptional interpersonal and social skills to build a good rapport
- Familiarity with sourcing and vendor management
- Interest in market dynamics along with business sense
- Working experience of vendor management software
- Ability to gather and analyze data and to work with figures
- Solid judgment along with decision making skills

**Location**

The Procurement Assistant will work from our Englewood offices.

**Schedule**

Monday – Friday 8:00 am to 5:00 pm