



1649 Adrian Road Burlingame, CA 94010

Main: (650) 692-6600

Position: Promotional Products Purchaser
Reports to: Director of Promotions
FLSA Status: Exempt
Department: Purchasing
Location/Shift: Lahlouh, Inc. (Burlingame, CA) / Day

Position Summary:

Work together with Promotional Products Division Project Managers to purchase products through domestic and overseas suppliers. Ensures accurate job specifications and information are provided to all involved. Monitors and facilitates purchases to confirm quality products are delivered on-time.

Primary Responsibilities:

- Manage all aspects of promotional product purchasing (including, but not limited to, hard and soft goods, decoration methods, global outsourcing and fulfillment)
- Source, evaluate and qualify new and existing vendors
- Work directly with vendors and internal personnel to communicate job requirements, specifications, schedules and expectations
- Read and analyze client requirements, product specs, vendor estimates, production schedule and tracker
- Write purchase orders, change orders and update shared docs regarding discrepancies, schedule and tracking
- Ability to follow existing processes and procedures and update them as needed
- Coordinate job schedules with all affected departments, as needed. Manage critical deadlines with resourcefulness, attention to urgency, excellent communication and professionalism
- Coordinate logistics on all product movement between outside vendors and Lahlouh shipping/receiving departments and Project Manager
- Track and share job status with Project Manager to keep orders on schedule
- Coordinate and conduct online or offsite production and decoration checks/quality inspections, as needed
- Regularly review vendor product and imprint quality as well as pricing contracts to maintain quality standards and client expectations

Required Skills:

- Excellent timely follow-up/follow-through skills
- Strong and professional communication skills (written and verbal)
- Innate ability to prioritize daily workload with a strong sense of urgency
- Motivated, dependable, and self-driven individual who can anticipate and be prepared for possible challenges
- Creative problem-solver who navigates issues with a flexible and proactive approach
- Amazing attention to detail regarding specs, imprint, proofing, schedule, pricing and quality
- Attend all relevant meetings (vendor meetings, team meetings, quality improvement meetings, training, etc.), as required
- Meet and adhere to all procedures, work instructions, quality and safety requirements relative to the job function

- Strong knowledge of PC Platform, MS Office Software, Internet Search functionality and adept at learning new software programs (PSI, Veracore, FileMaker Pro, Adobe Reader and Illustrator, SmartSheets, Zoho, esp or SAGE)
- Perform required record-keeping, electronic filing, share points, updates, logs, etc.
- Flexibility with work schedule (may need to work late hours depending on activity)
- Possesses a positive, can-do attitude throughout all exchanges

Experience Required:

- 4+ years in the Promotional Products or Print industry
- 2+ years in a Purchasing position or similar role
- Undergraduate degree preferred or equivalent related work experience

Contact:

Qualified applicants to send cover letter and resume to careers@lahlouh.com