

## Purchasing Assistant

Star is a company with a unique, world class culture. We believe that nurturing the growth and creativity of our employees leads to empowered teams that help our clients engage, connect, and convert their audiences every day. Star specializes in the design, manufacturing and implementation of trade show, retail, corporate interior and live event marketing solutions for an array of Fortune 1000 clients.

### Description

As a Full Time Purchasing Assistant at Star, you will be responsible for assisting the Purchasing Manager in the procurement of goods and services for internal and external customers. You will also be responsible for assisting the Accounting Team in day to day transaction entries. Duties include, but are not limited to:

- Placing orders with vendors and follow up on orders ensuring that materials are shipped and delivered on promised dates.
- Returning items not used or defective.
- Conducting research related to item availability, payment problems, and options.
- Maintaining records and files related to purchasing and accounting activities.
- Assisting with front desk responsibilities as assigned.
- Other duties as required to meet business needs.

You're proud to represent Star, and you exemplify that in all your interactions with suppliers, prospects and clients.

### Required Qualifications

- Must have proven ability to collaborate within teams and cross-functionally.
- Software proficiency (MS Office, Internet)
- Organized
- Attention to detail
- Service orientated
- Willingness and ability to work adjusted hours during peak periods to ensure client needs are met.

### Preferred Qualifications

- Knowledge of the trade show, retail, corporate interior, and/or event industries
- 2 years' experience performing purchasing and accounting functions
- Knowledge of Dynamics NAV software
- Associates degree in accounting or business administration

Star offers a competitive salary and full benefits in an engaging and collaborative work environment. Qualified candidates are encouraged to submit a resume and salary history to: Human Resources, Star Exhibits and Environments, Inc., 6688 93<sup>rd</sup> Avenue North, Minneapolis, MN 55445 or via email at [hr@engagestar.com](mailto:hr@engagestar.com). EOE