



Purchasing Assistant

At STAR, we specialize in the custom design and fabrication of marketing properties. Our clients' needs range from exhibits, retail and corporate environments, and branded events. Wherever a brand lives, STAR is there to make it shine.

At this time, STAR has an open position for a Purchasing Assistant (*full-time, exempt*). This position plays a critical role in procuring goods and services for internal and external customers.

The responsibilities of this position 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.

The ideal candidate for this job will possess a collaborative spirit, a commitment to exceeding client expectations, intense attention to detail, and an exceptional ability to manage assigned tasks and timelines.

Qualifications:

- 2 or 4 year degree in Accounting or Business Administration, preferred
- 2+ years of experience in purchasing, preferably in the trade show and/or retail fixtures industry
- Ability to work in a fast-paced environment balancing multiple priorities
- Must have proven ability to collaborate within teams and cross-functionally
- Software proficiency (MS Office, Internet), Dynamics NAV preferred
- Service orientated
- Willingness and ability to work adjusted hours during peak periods to ensure client needs are met.

STAR offers a competitive salary and full benefits in an engaging and collaborative work environment. Qualified candidates committed to making a strong impact in a thriving organization are encouraged to submit a resume and salary history via email to hr@engagestar.com or by mail to STAR, Attn: Human Resources, 6688 93rd Avenue North, Minneapolis, MN 55445. STAR is an equal opportunity employer