Icebox Cool Stuff, LLC - Inventory Procurement Associate

The Icebox is the place where cool stuff comes from. Founded in 2001 and based in the heart of Atlanta's Old Fourth Ward, we are a full-service branded apparel and promotional merchandise agency. We work with our clients to take their brand message and connect it with today's culture, trends and attitude through memorable swag and apparel. Some of our core competencies include product sourcing, in-house design and production, warehouse fulfillment and global distribution. In addition to our unique, agency style approach to clients' marketing and brand needs, The Icebox is dedicated to giving back and helping the greater community as an active participant in many non-profit organizations and causes across Atlanta.

The Project Manager maintains execution of orders by communicating to all levels of the organization on status, issues, and solutions. This employee will be responsible for handling office tasks, maintaining polite and courteous communication with vendors and working with colleagues to ensure all projects are on track.

Responsibilities include:

- Processing purchase orders for inventory replenishment.
- Confirming that all project requirements, deadlines and schedules are executed.
- Assist with delivering assigned projects on time and budget.
- Assist with data verification and product set-up of new items.
- Collaborating with all team members to assure implementation.
- Staying current on company offerings and industry trends.
- Building long-lasting, mutually beneficial relationships with external contacts and internal departments to assist in development of brand experience strategies and exceptional customer service.

Knowledge, Skills and Requirements:

- Experience in working with a variety of vendors. Promotional products industry or retail background preferred.
- Thrive in a fast paced on-time deliverable environment.
- Comprehensive and current knowledge of company offerings and industry trends.
- Excellent verbal and written communication skills.
- Strong Math skills and working knowledge of Excel.
- Strong time management abilities with the ability to organize, prioritize and multi-task effectively.

What we offer:.

- An emphasis on core values and employee development.
- A diverse, creative and collaborative environment
- Health, dental, vision, FSA, HSA benefits, in additional to company sponsored disability and life insurance.
- 401K program with matching structure.
- Paid holidays and paid time off.