



1649 Adrian Road Burlingame, CA 94010

Main: (650) 692-6600

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

### **Position Summary:**

Works closely with our domestic and overseas suppliers to purchase promotional products/branded merchandise and coordinate internally with our Project Managers. 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)
- 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
- Attend all relevant meetings (vendor meetings, team meetings, quality improvement meetings, training, etc.), as required

### **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 with ability to anticipate and be prepared for possible challenges
- Creative problem-solver that navigates issues with a flexible and proactive approach
- Amazing attention to detail regarding specs, imprint, proofing, schedule, pricing and quality
- 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)
- Possess a positive, can-do attitude throughout all exchanges

**Experience Required:**

- 4+ years in the Promotional Products (preferable), Graphics 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](mailto:careers@lahlouh.com)