PATRICK
THOMPSON
DESIGN

2111 Woodward Ave.
Suite 1002
Detroit, MI 48201

313 800-4005

Procurement Coordinator

Patrick Thompson Design | Detroit, Michigan
Position: Part-Time, Hybrid or Remote
Experience: 3–5 years preferred
Availability: Immediate

About Us
Patrick Thompson Design (PTD) is a Detroit-based multidisciplinary design firm specializing in architecture, interior design, and branding. Our work spans hospitality, residential, and commercial environments, bringing together thoughtful design, creative problem-solving, and a commitment to exceptional client experiences.
As a boutique studio, we value collaboration, creativity, professionalism, and attention to detail. We believe the way we operate as a business should reflect the same level of thoughtfulness and care that defines our design work.

Position Overview
Patrick Thompson Design is seeking an experienced, detail-oriented, and proactive Procurement Coordinator to manage the purchasing and logistics of furnishings, fixtures, equipment, and other specified products across our design projects.
With approximately $1 million in annual product purchasing, this individual will play an important role in executing and managing the firm's procurement operations. Working closely with design teams, the Associate Principal, and CFO, the Procurement Coordinator will oversee the purchasing process from approved specifications and client funding through order placement, tracking, receiving, and final delivery.
The ideal candidate is highly organized, resourceful, and comfortable managing multiple projects, vendors, and orders simultaneously. This position requires more than administrative order tracking. We are looking for someone who takes ownership of the procurement process, anticipates challenges, communicates proactively, and independently resolves routine issues with sound judgment and a solutions-oriented mindset.

Key Responsibilities
Procurement & Purchasing
- Coordinate purchasing of approved furniture, fixtures, equipment, and other specified products across multiple projects.
- Review specifications and purchasing documentation provided by design teams for completeness and accuracy prior to placing orders.
- Prepare, issue, and maintain purchase orders, ensuring accurate pricing, quantities, finishes, shipping information, and vendor requirements.
- Communicate directly with manufacturers, vendors, and suppliers regarding pricing, availability, lead times, and order requirements.
- Coordinate with the CFO regarding vendor payment requirements, purchasing terms, invoices, and financial documentation.
- Maintain accurate procurement records, including purchase orders, acknowledgments, invoices, and related correspondence.

Order Management & Logistics
- Monitor orders from placement through production, shipment, receiving, and final delivery.
- Maintain current order status information and proactively communicate changes in lead times, availability, and shipping schedules.
- Coordinate with vendors, freight carriers, receiving warehouses, and delivery and installation teams.
- Track warehouse receiving, product discrepancies, damages, shortages, and outstanding deliveries.
- Coordinate final delivery schedules with design teams, clients, warehouses, and installation partners.
- Ensure purchasing and logistics information is organized, accessible, and communicated to the appropriate team members.

Problem-Solving & Process Management
- Proactively identify potential procurement challenges, including delays, discontinued products, shipping issues, and vendor discrepancies.
- Investigate issues, evaluate available options, and recommend practical solutions.

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- Resolve routine purchasing and logistics issues directly with vendors and service providers.
- Escalate matters involving design changes, significant financial implications, or client commitments to the appropriate team member, providing clear information and recommended solutions.
- Follow through on outstanding issues to ensure timely resolution.
- Identify opportunities to improve purchasing procedures, vendor coordination, documentation, and overall procurement efficiency.

Team Communication & Reporting

- Collaborate with project design leads to understand project schedules, purchasing priorities, and delivery requirements.
- Maintain an organized and accurate procurement tracking system across all active projects.
- Prepare and lead regular procurement status updates, highlighting order progress, outstanding issues, anticipated delays, and required decisions.
- Participate in weekly procurement meetings with the Associate Principal and relevant team members.
- Provide timely communication to project teams regarding purchasing milestones and changes that may affect project schedules.
- Coordinate with the CFO on financial matters while maintaining responsibility for day-to-day procurement execution.

Qualifications & Experience

- 3–5+ years of experience in procurement, purchasing, order management, or logistics, preferably within interior design, architecture, furniture dealerships, or hospitality FF&E.
- Demonstrated experience managing multiple vendors, orders, and delivery schedules simultaneously.
- Familiarity with furniture, furnishings, and related purchasing processes.
- Strong organizational skills and exceptional attention to detail.
- Ability to work independently, anticipate challenges, and resolve problems with minimal supervision.
- Excellent written and verbal communication skills, with confidence communicating directly with manufacturers, vendors, freight providers, warehouses, and internal project teams.
- Proficiency with Microsoft Office, particularly Excel, and experience with purchasing or project management software.
- Familiarity with DesignSpec or similar specification and procurement platforms is a plus.
- Ability to maintain consistent communication, accountability, and follow-through in a hybrid or remote working environment.

What Will Help You Succeed

- You take ownership of assignments and follow through without needing constant direction.
- You are proactive and recognize potential issues before they become larger problems.
- You are comfortable making informed decisions within established guidelines and know when to escalate an issue.
- You communicate clearly, consistently, and professionally with both internal teams and external partners.
- You are persistent and solutions-oriented, particularly when managing delays, discrepancies, or unexpected challenges.
- You understand that accurate documentation, financial accountability, and timely follow-through are essential to successful procurement.

Position Details

Work Arrangement: Flexible scheduling, potentially structured around two dedicated working days per week, with additional time allocated for email correspondence, vendor communication, order monitoring, and timely follow-up throughout the week. The specific arrangement will be developed collaboratively to meet both the candidate's preferences and the firm's operational needs.

Reports To: Associate Principal
Works Closely With: Design Leads, CFO, and Studio Operations Manager

Compensation: Competitive hourly compensation, commensurate with experience.

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Legal Information
Disclaimer: Duties, responsibilities, and activities may change, or new responsibilities may be assigned at any time, with or without notice.
Equal Employment Opportunity: PTD is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. All employment decisions are based on qualifications, merit, and business needs. We do not discriminate on the basis of any characteristics protected by federal, state, or local laws.

How to Apply
Interested candidates should submit their resume and cover letter via email to contact@patrickthompsondesign.com