



Quality Control/ Purchasing Job Description

Summary:

The Quality Control/ Purchasing agent is responsible for the appearance of the cabins and grounds for a 20 cabin resort. You will be purchasing furniture, decor items, or other items needed for cabins. It is your responsibility to keep cabins looking up to date. Delegate tasks to the proper department. Also, you are responsible for seasonal decorations. Pine Rose is a resort destination where you must be able to work a few weekends (excluding pay holidays of Thanksgiving, Christmas Eve, and Christmas) Guaranteed work year-round plus 401k after a year and some bonuses.

Essential Functions:

- Checking grounds outside of property looking good
 - Cabin Interiors: routine checking of cabins to make sure flooring, furnishing, mattress ETC all look great.
 - Purchasing furnishing for cabins
 - Lining up subcontractors to do projects and get quotes
 - Keeping inventory on cabin purchases on the computer
 - Do our seasonal decorating and purchase new decor items when needed
 - Be able to do small fix examples: gluing lampshades, hanging pictures.
 - Be able to do some light painting. For example, paint a piece of furniture
 - Be able to plant some small seasonal flowers
 - Must be organized
 - Like to work as a team and must work independently.
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Work Environment:

- We have some flexibility for hours
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Physical

- Must be an able-bodied person and capable of light work such as lifting 20 pounds, standing and walking for long periods of time, and capable of walking up a flight of stairs.
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TO APPLY

- Email your resume to hr@pinerosecabins.com with "Quality Control" in the subject line