

## **Studio Finance & Procurement Coordinator**

**Location:** Mountain View

**Pay Rate:** \$40-\$50/hr

### **Focus:**

Assist the Retail Design & Development team in the execution of global store concepts through diligent budget tracking and procurement support. Tactical, organized, positive team player specializing in the coordination of vendor documentation, including proposals, Scopes of Work (SOWs), Purchase Order (PO) generation, and invoice tracking and validation to ensure Google Retail stores are built on schedule and within compliance.

### **Accountabilities:**

- Own the creation, distribution, and tracking of Purchase Orders (POs) to ensure no delays in vendor engagement or material delivery.
- Perform initial reviews of vendor proposals and Scopes of Work (SOWs) for administrative accuracy, ensuring they align with project timelines and defined budget parameters.
- Act as the tactical bridge between the design and construction teams and external vendors to resolve documentation bottlenecks, ensuring goals are met without administrative friction.
- Support with tracking timely invoice submissions and validation of invoices for accuracy
- Support in maintaining finance trackers

### **Requirements:**

- Retail, design or construction industry experience preferred; retail environments and programs
- Minimum 3 years' experience in budget management and procurement
- Experience working in a large, global environment
- Experience navigating a highly matrixed organization
- Excellent written and verbal communication and presentation skills
- Experience managing budgets, tracking timelines and deliverables
- Proficiency with procurement systems (e.g., Salesforce), e-signature tools (e.g., DocuSign), and collaborative workplace software.
- Strong organizational skills with high attention to detail and the ability to manage multiple procurement actions simultaneously across a portfolio of projects.