

**Position: Procurement Specialist**

**Term: Permanent Full-time**

**Hours: 9-5, M-F**

**Rate: 50k-58k plus bonuses**

## **ABOUT US**

Louis Duncan-He is an awarding-winning designer and decorator, renowned for stunning designs that inspire. Over the last half-decade, Louis Duncan-He Designs has flourished to become one of Calgary's premier interior design firms, and our aspirations for the upcoming five years are nothing short of ambitious. Our expertise extends across a diverse range of projects, encompassing residential, commercial, hospitality, and development ventures.

Our current team operates as a tightly-knit unit, each member adept at wearing multiple hats. Our collective ethos thrives on the twin pillars of creativity and problem-solving, where no two days resemble the other. Our commitment to personal growth and continuous improvement is unwavering. We approach our work with dedication, take immense pride in our accomplishments, and relish every moment of our journey with an enthusiasm that knows no bounds.

We offer a highly competitive compensation package and a full benefits package. We also focus on growth and employee development.

## **ABOUT YOU**

Imagine being the vibrant force behind our Interior Design firm as a High-Energy Procurement Specialist! Your role is absolutely pivotal in orchestrating the seamless supply of materials and resources that bring our awe-inspiring interior design projects to life. This dynamic position is tailor-made for individuals who thrive on high-energy challenges, are process driven, possess a relentless attention to detail, and revel in the thrill of a fast-paced environment.

## **JOB OVERVIEW**

You will play a crucial role in ensuring the smooth flow of materials and resources necessary for the successful execution of interior design projects. Working closely with Interior Designers, Project Managers and our Executive Team you will be responsible for purchasing, and managing the procurement process for various design projects. You will be a core contributor to every beautiful project that LDH delivers.

## **KEY DUTIES & RESPONSIBILITIES**

### **Procurement planning & budgeting**

**Procurement planning & budgeting deliverables include but are not limited to:**

- Collaborate with the Interior Designers to understand project requirements and timelines.
- Develop procurement plans and strategies for each project, considering cost-effectiveness and quality.
- Analyze pricing, negotiate terms, and ensure competitive pricing for materials and services.
- Conduct cost-benefit analysis to make informed procurement decisions.
- Assist in the development and management of project budgets, tracking procurement expenses, and recommending cost-saving measures.

**Project proposals, procurement, and delivery logistics**

**Procurement deliverables include, but are not limited to:**

- Creating project proposals based on direction from design team
- Obtaining and confirming price and delivery dates with vendors
- Placing orders, confirming payments, reconciling PO and vendor invoices
- Organizing bookkeeping receipts, reconciling project expenses, maintaining receipts for our bookkeeper
- Provide order status updates for internal team members and external clients/stakeholders
- Track and manage shipments, delays, adjustments through client and team communication
- Establishing positive relationships with vendors, trades, and internal and external team members
- Communicating with clients on deadlines, deliveries, adjustments to orders and pricing adjustments

**Invoicing: Procurement related invoicing, bookkeeping, and expense reconciliations**

**Invoicing deliverables include, but are not limited to:**

- Creating and sending client invoices relating to approved proposals
- Confirming payment, payment terms with vendors
- Issue credits, price adjustments and refunds as needed to ensure the project is reconciled monthly
- Ensure trades and vendors are paid on time and within contract terms
- Ensure clients are invoiced monthly
- Reconcile monthly invoices and payments with the bookkeeper as needed

**Administration: office ordering, in-house administration support as needed**

**Administration deliverables include, but are not limited to:**

- Ordering in house office supplies or materials, samples as needed
- Maintenance of materials library and office supplies

**KNOWLEDGE & SKILLS REQUIRED**

- Extremely detail oriented, ability to focus on small details and accuracy
- Possesses a continuous improvement and quality mindset
- Expert in Microsoft office (excel, word) and/or GSuite (docs, sheets)
- Experience with Design Docs or Studio Designer would be an asset!
- Naturally organized, methodical and a planner
- Skilled at managing service delivery and meeting client obligations
- Superior written communication skills
- Ability to work as part of a team, receive constructive feedback and ask questions when unclear
- Ability to shift priorities as needed and manage time effectively and work independently
- High degree of client service orientation and sense of urgency when needed

**Location:**

Calgary (Required)

**License:**

Class 5 Drivers License (Required)

**Language:**

English (Required)

*Please provide a resume with a cover letter and resume to [operations@louisdhe.com](mailto:operations@louisdhe.com).*