

# **Procurement Specialist**

Posted By: Folkgraphis Frames

**Location: Edmonton** 

Salary: \$36.75 Per Hour

JOB ID: RJ6350673

Posting Date: 19-Sep-2025

Expiry date: 18-Mar-2026

Education: Bachelor's degree

Language: English

Vacancies: 1

Years of Experience: 2 years

Job Type: Full Time

## **Job Description**

**Job Title:** Procurement Specialist **Employer:** Folkgraphis Frames

Location: 14104 128a Avenue NW, Edmonton, AB T5L 4R7

**Job Type:** Permanent, Full-time **Work Hours:** 35 to 40 hours per week

Salary: \$36.75 per hour

**Benefits:** Group insurance benefits **Start Date:** As soon as possible

Vacancies: 1

#### **Overview**

Folkgraphis Frames is a leading wholesaler of picture framing supplies with warehouses in Edmonton and Vancouver. We provide high-quality mouldings, matboards, glazing, hardware, and framing accessories to retailers and professional framers. We are seeking a detail-oriented Procurement Specialist to manage supplier relationships, purchasing activities, and logistics to ensure smooth operations and cost-

effective sourcing.

#### Responsibilities

- •€€€€€€€€ Purchase general and specialized equipment, materials or business services
- ●€€€€€€€ Assess requirements of an establishment to develop specifications for equipment, materials and supplies to be purchased
- €€€€€€€€ Develop specifications for equipment, materials and supplies to be purchased
- •€€€€€€€ Negotiate offers from suppliers
- ∈ ∈ ∈ ∈ ∈ ∈ ∈ Consult with suppliers
- ∈ ∈ ∈ ∈ ∈ ∈ ∈ Review quotations
- € € € € € € € Determine contract terms and conditions
- •€€€€€€€ Establish delivery schedules
- •€€€€€€€ Monitor progress of delivery schedules
- •€€€€€€€€ Contact clients and suppliers to resolve problems
- •€€€€€€€€ Plan, organize and oversee operational logistics of the organization
- ∈ ∈ ∈ ∈ ∈ ∈ ∈ Enternal audit

### **Qualifications**

- •€€€€€€€€**Education:** Bachelor's degree
- ∈ ∈ ∈ ∈ ∈ ∈ ∈ Experience: 2 to 3 years of procurement or supply chain management experience
- •€€€€€€€ Language: English

#### **How to Apply**

Please apply by email at folkgraphisframes@gmail.com

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: folkgraphisframes@gmail.com

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