



## Procurement Specialist

**Posted by:** Folkgraphis Frames

**Posting date:** 19-Sep-2025      **Closing date:** 18-Mar-2026

**Education:** Bachelor's degree

**Language:** English

**Job location:** Edmonton

**Salary:** \$36.75 Per Hour

**Years of Experience:** 2 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5993158

### 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
- Internal 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](mailto:folkgraphisframes@gmail.com)**

**To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: [folkgraphisframes@gmail.com](mailto:folkgraphisframes@gmail.com)**

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