



# Procurement Specialist

Posted by Folkgraphis Frames

**Posting Date : 19-Sep-2025**

**Closing Date : 18-Mar-2026**

**Location : Edmonton**

**Salary : \$36.75 Per Hour**

## Job Requirements

- **Education:** Bachelor's degree
- **Language:** English
- **Years of Experience:** 2 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job id:** ABOJ5950302

## 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

- eeeeeee Assess requirements of an establishment to develop specifications for equipment, materials and supplies to be purchased
- eeeeeee Develop specifications for equipment, materials and supplies to be purchased
- eeeeeee Negotiate offers from suppliers
- eeeeeee Consult with suppliers
- eeeeeee Review quotations
- eeeeeee Determine contract terms and conditions
- eeeeeee Establish delivery schedules
- eeeeeee Monitor progress of delivery schedules
- eeeeeee Contact clients and suppliers to resolve problems
- eeeeeee Plan, organize and oversee operational logistics of the organization
- eeeeeee 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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