



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:** DISJ1950152

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 Officer 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
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- 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**

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**

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