| **Title** | **Procurement Specialist** |
| --- | --- |
| **Type** | Full Time |
| **Location** | Fully Remote |
| **Schedule** | \_\_\_ to \_\_\_ (US EST) |
|  | **Role Overview**  We are seeking a detail-oriented **Procurement Specialist** to join our team and oversee procurement activities for real estate projects. In this role, you will manage vendor relationships, negotiate contracts, and implement sourcing strategies that align with the organization’s goals.  Responsibilities include preparing purchase orders, inspecting procured items for quality, and analyzing market trends to optimize procurement processes. If you excel in negotiation, problem-solving, and collaboration, this role offers an exciting opportunity to contribute to our real estate success.  **In this role, you will:**   * **Vendor Management**: Monitor supplier performance, address issues, and build strong relationships with vendors to ensure reliable delivery of goods and services. * **Procurement Strategy**: Analyze industry trends and internal demand to develop and implement cost-effective sourcing strategies. * **Contract Negotiation**: Prepare proposals, request quotes, and negotiate favorable purchase terms and conditions to support operational objectives. * **Purchase Order Management**: Prepare and issue purchase orders and agreements, ensuring accuracy and compliance with company policies. * **Quality Assurance**: Inspect and evaluate the quality of purchased items and services, resolving any discrepancies or shortcomings promptly. * **Market Research**: Conduct research on suppliers, materials, and pricing to identify opportunities for cost savings and process improvements. * **Budget Management**: Collaborate with finance teams to manage procurement budgets and ensure alignment with project goals. * **Compliance Oversight**: Ensure all procurement activities adhere to organizational policies, legal requirements, and industry standards.   **Essential Skills & Qualifications:**   * **Professional Experience**: Proven experience in procurement or a related role within the real estate industry. * **Procurement Knowledge**: Strong understanding of procurement strategies, processes, and best practices. * **Interpersonal Skills**: Excellent communication, negotiation, and interpersonal skills to manage vendor relationships and internal collaboration effectively. * **Analytical Skills**: Strong analytical thinking and problem-solving abilities to evaluate suppliers, costs, and trends. * **Technical Proficiency**: Proficiency in Microsoft Office and procurement software or resource planning tools. * **Educational Background**: Bachelor’s degree in Business Administration, Supply Chain Management, Real Estate, or a related field.   **Preferred Qualifications:**   * Familiarity with procurement regulations and compliance requirements in the real estate industry. * Experience managing procurement for large-scale real estate projects. * Knowledge of sustainable procurement practices and environmentally friendly sourcing strategies. * Ability to thrive in a fast-paced environment and adapt to changing project needs. * Certification in procurement or supply chain management (e.g., CIPS, CPSM) is a plus. |
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