

DesignPoint, an ALLOY5 Company, is a dynamic, client-focused interior design practice based in Lehigh Valley, PA, dedicated to creating innovative and sustainable design solutions. Our firm is passionate about delivering high-quality, thoughtfully crafted design and fostering meaningful relationships with our clients. We value collaboration, creativity, and professional development, with a strong commitment to excellence in all aspects of design and client service.

POSITION TITLE: Procurement Specialist

DEPARTMENT: Operations / FF&E

POSITION OVERVIEW: The Procurement Specialist is responsible for sourcing, purchasing, tracking, and coordinating delivery of all FF&E, materials, finishes, and accessories required for interior design projects. This role ensures that every item aligns with design intent, budget, schedule, and quality standards. The Specialist serves as a critical liaison between designers, vendors, fabricators, installers, and clients. The Procurement Specialist manages all FF&E purchasing, vendor communication, logistics, and documentation for residential and commercial projects.

KEY RESPONSIBILITIES:

- Source FF&E, materials, and accessories that meet design specifications, functional requirements, and project goals.
- Prepare, issue, and manage purchase orders with complete accuracy.
- Verify product availability, pricing, lead times, and shipping details prior to order placement.
- Track all orders from confirmation through delivery, proactively resolving delays, damages, or discrepancies.
- Maintain detailed procurement documentation including quotes, invoices, warranties, and change orders.
- Coordinate freight, warehousing, delivery, and installation logistics.
- Support designers and project managers with budget development, cost tracking, and financial reporting.
- Manage vendor relationships, negotiate pricing and terms, and evaluate vendor performance.
- Oversee punch list resolution for damaged goods, missing components, or installation issues.
- Ensure compliance with safety, durability, and regulatory standards.
- Contribute to continuous improvement of procurement processes, templates, and workflows.

QUALIFICATIONS:

- Bachelor's degree in Business, Supply Chain, Interior Design, or related field preferred.
- 3-5+ years of procurement experience in interior design, architecture, furniture, or related industries.
- Strong knowledge of FF&E, materials, finishes, and industry vendors.

- Proficiency with procurement software, ERP systems, and Microsoft Office.
- Exceptional attention to detail and accuracy.
- Strong negotiation, communication, and relationship-building skills.
- Ability to manage multiple deadlines in a fast-paced environment.

ABILITY TO:

- Source furnishings, lighting, décor, and materials that match design intent.
- Request quotes, negotiate pricing, and prepare purchase orders.
- Track orders, manage lead times, and communicate status updates to the design team.
- Coordinate shipping, receiving, and installation with warehouses and installers.
- Handle damaged goods, returns, replacements, and punch list items.
- Maintain organized records of all procurement activities.
- Support project budgets and ensure purchases align with financial targets.

KEY COMPETENCIES:

- Vendor negotiation: Communicating and agreeing on contract terms with suppliers, covering pricing, delivery schedules, quality standards, payment terms, warranties, penalties, and confidentiality clauses.
- Budget discipline: Support project budgets and ensure purchases align with financial targets.
- Project Coordination and Time Management: Ability to manage and monitor different aspects of a project while using time and resource management.
- Communication and Documentation accuracy: High accuracy in documentation and communication.
- Problem-Solving Skills: Ability to address complex design and technical challenges with innovative solutions.
- Cross-functional collaboration: collaboration of various business functions in procurement decisions integrating expertise from procurement, architects, quality, finance, and other departments to develop optimal supplier solutions.

SALARY/BENEFITS: Salary will be based on experience.

Eligible candidates should submit a resume or CV to careers@designpoint-interiors.com.

DesignPoint is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, genetic information, sexual orientation, status as a protected veteran or status as a qualified individual with a disability, or any other characteristic protected by applicable Federal, State or Local Law.