

Procurement Specialist

BLDC Design | Shaker Heights, Ohio

Full-Time | Mixed In-Studio/Remote

October 2026

About BLDC Design

BLDC Design is an award-winning residential interior design firm based in Shaker Heights, Ohio, specializing in thoughtfully curated, highly personalized interiors. Our work ranges from extensive renovations and new construction to sophisticated furnishings and interior transformations.

We believe exceptional design is rooted in creativity, collaboration, attention to detail, and a deep understanding of how our clients live. Our studio is a dynamic, collaborative environment where professionalism, personal relationships, and an appreciation for beautiful spaces are integral to our work.

The Opportunity

We are seeking an experienced, highly organized Procurement Specialist to oversee the purchasing, vendor coordination, order management, and financial administration of furnishings and materials for our residential design projects.

This position plays a critical role in the successful execution and financial performance of our projects. Working closely with our design team, vendors, and accounting professionals, the Procurement Specialist ensures that products are purchased accurately, costs are carefully managed, orders are diligently tracked, and financial records are complete.

The ideal candidate combines strong financial and analytical skills with exceptional communication, vendor relationship management, and problem-solving abilities.

This is a position for someone who takes ownership of the purchasing process, enjoys working with numbers and systems, and understands the importance of accuracy, accountability, and proactive follow-through.

Key Responsibilities

Purchasing & Procurement

- Manage the purchasing process for furnishings, lighting, textiles, materials, accessories, and custom products across multiple residential projects.
- Prepare and organize client financial documents such as estimates, invoices, and purchase orders
- Prepare, review, and execute purchase orders based on approved design selections and client authorizations.

- Verify specifications, quantities, pricing, vendor terms, and purchasing documentation before orders are released.
- Review vendor acknowledgments for accuracy and resolve discrepancies promptly.
- Manage vendor deposits, balance payments, and purchasing schedules.
- Monitor purchasing commitments, product costs, and project budgets.
- Ensure purchases comply with company policies and established financial controls.
- track tariffs, freight, and delivery expenses
- analyze higher level trends and work with the design team to streamline the process and reduce costs

Vendor Relations & Purchasing Coordination

- Develop and maintain strong professional relationships with manufacturers, showrooms, vendors, and industry representatives.
- Maintain trade accounts, purchasing terms, vendor contacts, and account documentation.
- Communicate regularly with vendors regarding pricing, product availability, lead times, and order requirements.
- Negotiate pricing and purchasing terms when appropriate.
- Resolve vendor issues, including discrepancies, delays, damaged merchandise, returns, claims, and credits.
- Advocate for the firm's interests while maintaining positive, professional vendor relationships.
- Identify opportunities to improve purchasing efficiency, vendor performance, and cost management.

Order Management & Project Coordination

- Track orders from initial purchase through production, shipping, receiving, and final delivery.
- Maintain accurate order records, acknowledgments, shipping information, and anticipated delivery dates.
- Coordinate with receiving warehouses, freight carriers, installers, and project teams.
- Identify potential delays or purchasing challenges and proactively communicate solutions.
- Prepare and maintain product status reports for Design Associates and clients.
- Collaborate with the design team to ensure purchasing activities align with project schedules and client expectations. Conduct regular purchasing and order-status reviews with Design Associates.

Financial Administration & Product Billing

- Prepare and maintain accurate client product estimates, including approved pricing, freight, delivery, and applicable charges.
- Track client deposits, purchasing authorizations, and outstanding balances.
- Prepare product invoices, payment requests, and final billing documentation.
- Review vendor invoices against purchase orders, acknowledgments, and established pricing.

- Monitor purchasing costs, margins, freight expenses, vendor credits, and outstanding obligations.
- Identify and resolve financial discrepancies before they affect client billing or project profitability.
- Coordinate authorized vendor payments and maintain accurate accounts payable documentation.
- Work closely with accounting to ensure proper recording of purchasing transactions, sales tax, client payments, and vendor expenses.
- Provide accurate purchasing and billing information to support project financial reporting.

Systems & Process Management

- Maintain accurate procurement records within the firm's accounting and project management platforms.
- Collaborate with accounting and the design team to maintain consistency between estimates, purchase orders, invoices, and financial records.
- Assist with implementation and ongoing optimization of procurement and studio management systems.
- Develop and maintain organized purchasing procedures, reporting standards, and vendor documentation.
- Identify opportunities to strengthen accuracy, accountability, and efficiency throughout the procurement process.

Qualifications

- Minimum 3 years of experience in procurement, purchasing, order management, purchasing administration, or a related financial coordination role.
- Experience in interior design, furnishings, architecture, construction materials, or a similar project-based industry strongly preferred.
- Strong understanding of purchasing procedures, vendor invoices, accounts payable, client billing, and financial documentation.
- Proficiency with Excel and accounting or purchasing management software; experience with QuickBooks Online and Studio Designer is a plus.
- Excellent numerical aptitude and exceptional attention to detail.
- Strong communication, negotiation, and vendor relationship management skills.
- Proven ability to manage multiple projects, purchasing schedules, and financial deadlines simultaneously.
- Sound financial judgment, accountability, and problem-solving ability.
- A proactive approach to resolving issues and maintaining accurate, complete records.
- Ability to work collaboratively with creative professionals and external accounting partners.

Who Will Thrive in This Role?

- You are someone who enjoys the intersection of purchasing, financial accuracy, vendor relationships, and project execution.

- You understand that successful procurement requires more than placing an order. It requires careful financial management, persistence, excellent communication, and the ability to anticipate and resolve challenges.
- You enjoy building vendor relationships, negotiating solutions, analyzing numbers, and creating organized processes that protect project profitability.
- You are methodical and detail-oriented, but also confident, collaborative, and comfortable making decisions within established guidelines.
- Most importantly, you take ownership of the entire purchasing process and follow through until every detail is resolved.

Why Join BLDC Design?

You will join an established, award-winning design firm working on sophisticated residential projects with a talented and collaborative design team.

This position offers the opportunity to take meaningful ownership of an essential business function and contribute directly to project success, client satisfaction, and the financial strength of the firm.

To Apply: Please submit your résumé and a brief introduction highlighting your procurement, purchasing, or financial administration experience.

BLDC Design is an equal opportunity employer.