

Procurement Agent

Full-time 4 dpw

Start mid-May 2024

The Procurement Agent would be considered a key contributor across all key stages of FF&E procurement. They will support the Procurement Manager, the Finance Director and the FF&E Design teams across all aspects of the FF&E procurement, production, logistics, installation and financial reconciliation stages.

This is a non-design orientated role ideal for those with knowledge of FF&E and an enthusiasm for interior design industry who enjoy focused project delivery.

We are looking for a motivated, experienced and technically confident candidate who aligns with bwt's sensitive and holistic ethos.

Qualifications and Skills

- 2+ years relevant experience in an FF&E procurement role
- Excellent working knowledge of Excel, Microsoft Suite. Proficiency in Procurement and Inventory Management software.
- Strong communication skills, fluent in both spoken and written English.
- Exceptionally well-organised with an analytical, problem-solving approach.
- Meticulous and detail oriented.
- Comfortable working across multiple projects and focused working to tight deadlines.

Responsibilities

- Consult with the project team to determine the FF&E procurement scope, programme and budget. Maintain procurement schedules across multiple projects. Monitor spend to ensure budget is maintained across FF&E, production, logistics and installation.
- Liaise with external suppliers and internal teams during purchasing to ensure orders are accurate and comprehensive. Carry out associated administration using proprietary procurement software Servoy (software training will be provided). Ensure all specified items are compliant with necessary regulations. Collate and issue FF&E operational manuals with care instructions, warranties and certificates. Nurture strong relationships internally and with external partners on all procurement related matters.
- Abide by each Client's accounting processes across multiple currencies. Work with the Finance Director on regular financial reporting to the client and designated project QS. Produce a reconciliation report of finalised project costs including full VAT invoices, currency conversion actuals and customs fees.
- Coordinate logistics globally including shipping, storage, inventory management and delivery, with an understanding of each Client's varied logistical and warehousing requirements. *Experience with varied import/export customs procedures and paperwork is highly beneficial.*
- Monitor risk assessment strategy for successful FF&E delivery. Create installation schedules across your projects including interpreting floor plans, working alongside internal and external project teams. Manage installation of projects on-site, coordinate activities with operations and on-site teams.

Ben Thompson

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About bwt

bwt is a London-based design company specialising in interior design, architecture and brand creation founded in 2011 by British designer, Ben Thompson. Most recognised for designing the award-winning hotel Heckfield Place our growing team is quietly delivering a diverse range of exceptional projects across the globe. bwt's signature aesthetic is one of understated elegance and effortless design; the resulting lightness of impact subtly speaks of the people and places at the core of each project.

bwt offers a 4-day working week. This role is hybrid, based in our inspiring West London studio for a minimum of 3 days per week.

Please submit your covering letter, CV, portfolio and salary expectations with the subject **'Procurement Agent'** to careers@bwtlondon.com