



ABOUT Daniel Joseph Chenin Ltd. is a Las Vegas-based award-winning, multi-disciplinary design studio redefining luxury with an integrated approach that blurs the lines between design disciplines and project typologies.

We are currently seeking to fulfill the position of Procurement Coordinator

REQUIREMENTS

- Minimum 3+ years of relevant experience in the United States
- Learn and master Exppedite Software for FF&A purchasing
- Coordinate with client/team and multiple furniture vendors to establish milestones and deadlines
- Develop, maintain/update FF&A budgets, timelines and status
- Confirm all furniture, finish, and fabric choices for FF&A orders. Verify fabric/leather yardage requirements
- Develop strategic sourcing plans utilizing domestic and international vender's to minimize net cost of total project procurement and establish milestones and deadlines for successful FF&A procurement.
- Review FF&A installation plans and shop drawings for content and accuracy with designer, coordinate with project team to ensure that FF&A is fully coordinated
- Maintain procurement documents and spreadsheets to provide project milestones and reports. Track purchase orders, receipts, taxis paid/owed and invoices for Clients and Company reconciliation and outside bookkeeper

PERSONAL ATTRIBUTES

- Willingness to be collaborative and creatively approach every project
- Strong desire to produce high caliber work with a high level of precision and detail
- Demonstrate strong interpersonal communication, organization and leadership skills
- Ability to exhibit sound and accurate judgment. support and reasoning
- A passion of searching for new materials, furnishings, and design concepts

NICE TO HAVE

- Interior Design degree from an accredited institution
- Experience in luxury residential. hospitality, and commercial design

BENEFITS In addition to providing a dynamic and creative design studio, Daniel Joseph Chenin, Ltd. offers;

- Competitive compensation based on relevant skills, background and experience
- Healthcare Benefit Plans
- 401k with employer contribution and discretionary profit sharing
- Paid time off and holidays
- Discretionary bonuses
- Professional affiliation dues
- Opportunities for professional growth and continuing education

Submit resume in a single PDF (5MB or less) to studio@djc-ltd.com