



ARMOUR GROUP

ESTABLISHED 1972

Strong work ethic. Strategic thinker. Team player.

Does this sound like you? If so, this position may be for you.

The Armour Group Limited is one of the leading hospitality, development and construction companies in Atlantic Canada. With its dedicated team of professionals, The Armour Group Limited continues a proud history of creating a sense of place in Nova Scotia – carefully designing, developing, constructing and operating some of our region’s most iconic buildings. With more than 45 years of history locally, this family-owned firm remains committed to a principled approach to development, ensuring that our buildings are environmentally sustainable and integrated into the communities they serve. If you share our values and would like to work with skilled professionals, Armour is presently seeking a **Procurement Specialist** to join our growing team from our downtown Halifax location.

The Procurement Specialist will be responsible for effectively managing the Operating Supplies and Equipment (“OSE”) purchasing and overall inventory processes across the Armour Group’s diverse portfolio of companies. The core responsibilities of this role will lie in ensuring on time delivery delivery and minimal downtime in our hospitality, residential and commercial assets.

As Procurement Specialist, you will:

- Work closely with vendor partners to coordinate inventory requirements for all companies in a cost effective manner
- Maintain accurate stock levels that are in-line with department budgets
- Work with our building controls team to ensure an on-hand inventory of critical building components
- Mitigate risk and exposure by managing the inventory reserve and stock rebalancing processes
- Provide accurate, proactive, and transparent communication across all internal departments on order challenges, delayed shipments or any other activity that could impact regular operations
- Identify cost improvement opportunities
- Conduct market research to identify new suppliers and products
- Where needed, provide managers and staff training on procedures surrounding the issuance of purchase orders and receipt of goods;
- Assist managers in tracking committed spend versus departmental budgets;
- Other similar and related duties as required

What we're looking for:

- Undergraduate degree; certificate or diploma in Business, Logistics, or Supply Chain Management
- Strong analytical skills with a high attention to detail
- Effective communication and relationship building skills
- A commitment to confidentiality
- Effective organizational and time management skills with a focus on achieving deadlines
- Prior experience in the following industries is considered an asset: hospitality, construction, leasing, property management.

What's in it for you?

- Comprehensive Health and Dental Benefits
- 2:1 Employer matched RRSP's
- Paid vacation days
- Paid sick days
- Employee Assistance Program
- Continuing education support
- Discounts at selected Queens Marque restaurants
- On-site fitness facilities
- Opportunity for internal career growth
- Working along side a collaborative team of likeminded individuals

The Armour Group Limited is a family business valuing a commitment to excellence, high performance, accountability, integrity, and teamwork. We are looking for diligent people to join our team who share our values, work ethic and passion for building community. We offer RRSP's, extended health benefits, and a bonus potential.

Qualified applicants are invited to submit their resume and cover letter to hr@armourgroup.com. The Armour Group Limited is an equal opportunity employer.

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