



## **POSITION: PROCUREMENT INTERN**

ILC is a lighting design and procurement firm that specializes in commercial, hospitality, and mixed use projects. At our core, we are passionate designers with a fondness for creativity and precision. Constant improvement is baked into our creative process. However, ILC stands alone in its integrated design and procurement approach, offering a blend of services unmatched in the industry. Through a firm commitment to innovation and process improvement, we provide our clients with an elevated and streamlined experience from schematic design programming through project delivery.

Our enthusiastic and growing team is pushing the industry in a new direction, leveraging enterprise technologies and exclusive systems, and delivering compelling illuminated environments that inspire, connect and transform. With a cultural emphasis on work life balance, we strive to provide our team with personal and professional growth opportunities, comradery, and the ability to be heard and make a profound difference within our organization.

Please visit our website [www.innovateilluminate.com](http://www.innovateilluminate.com) for more information.

### **Job Description:**

ILC is looking for a Procurement Intern to assist the Director of Procurement in managing the day-to-day activities of the department while also continuously improving the operational efficiency of the company. We are searching for a confident and driven individual who thinks outside the box, doesn't settle for the status quo, and enjoys creating processes and systems.

The responsibilities are the following, but not limited to:

- Working with the Procurement Director to request lighting quotes, create quotes and shipping orders, assisting in the creation of lighting budgets, and research lighting/controls products.
- Managing ship dates and delivery information to include tracking and updating clients as needed.
- Creating and reviewing lighting submittal packages with the assistance of the ILC design team.
- Creating a company database for collecting and storing manufacturer and product information.
- Managing the content and operation of the ILC Client Portal
- Opportunity to visit and observe an active construction job site(s).
- Create marketing collateral targeted towards customers outlining ILCs value add services.
- Supporting contractors with missing or broken items or returns.
- Managing warranty requests.

Interested candidates are to reach out to:

Dan Walter, Director of Procurement

[Dan@innovateilluminate.com](mailto:Dan@innovateilluminate.com)

Phone (Cell): 262-705-4600

Location: 80% Remote / 20% Denver Office - 1045 Santa Fe Drive, Denver, CO 80204

Projected Start Date: June 1st, 2021

Pay/Salary: \$14.00/hour