

**Position:** Order Management Specialist

**Department:** Order Management

**Reports to:** Finance Manager

### **About Us:**

L Squared is a SaaS company building the next generation of communication solutions for the modern business that harnesses the power of data, analytics, and a simple user interface to organize, distribute and publish content that is dynamic, relevant, and personalized. "The L Squared Hub" is an industry-leading secure cloud content management and distribution platform that supports SMB and Enterprise allowing any business to easily take their critical information and present it to customers, employees, and decision makers either on demand or by scheduling. Featuring an off-the-shelf or customized platform, that creates immediate visibility to core business metrics, communications, or simply information to keep key employees informed by bringing data, analytics, and communications to the forefront that empower employees to be more knowledgeable, productive, and informed.

Our best-in-class user interface combined with our cloud platform turns any existing TV, digital display, dashboard, desktop, or mobile device, anywhere in the world, into a powerful communication medium that is relevant and personalized.

### **Our Core Values:**

- Obsessed with Client Success: We win when you win! We put the spotlight on you and will not be satisfied until you are!
- Shift Left: We'll find the right person to do the right job. Services drives us and we take full responsibility to make it easy and relevant on day one.
- Our People Are Key: We are problem solvers and our entrepreneurial spirit, energy, is infectious, they are smart,
- Do the Right Thing: We believe in integrity, honesty, accountability, trust, and kindness.
- Self-Motivated & Self-Aware: We believe in accomplishing goals, being curious and getting feedback.

### **Fit:**

We have grown rapidly over the past two years, supporting high-profile clients in the USA, Canada, Europe, South America, Australia, and Asia. We are gearing up for even faster growth and looking for motivated, passionate, and intelligent team players that love to work in fast-paced, sometimes chaotic environments, who believe in integrity, mutual respect, quality work, and being customer obsessed to join our team.

If you think you would be a great fit for our team, please apply today.

**About the Position:**

We are in growth mode and seeking a dynamic, detail-oriented individual to join our team. This role reports to the Finance Manager and will be responsible for overseeing all aspects of the order management, from procurement and product pricing to selection, processing, and shipment tracking. Additionally, this role involves managing vendor relationships, ensuring shipment logistics, and overseeing internal product distribution.

Please note that all candidates are subject to thorough background checks as a standard part of the hiring process.

**What the Company Will Provide to You:**

- A fun, fast-paced, open, and friendly work environment
- Training
- Company events
- Growth opportunities
- Open concept, collaborative workspace

**Principal Responsibilities:**

As Order Management Specialist, your duties and responsibilities include but are not limited to:

- Coordinate with the sales team to determine hardware and equipment needs.
- Research, source, and negotiate with suppliers for competitive pricing and quality products.
- Prepare purchase orders, track deliveries, and ensure timely receipt of goods.
- Maintain accurate records of purchases, invoices, and inventory levels.
- Cultivate and maintain strong relationships with suppliers.
- Collaborate with suppliers to resolve issues, negotiate favorable terms, and manage contracts.
- Address any vendor relation issues or concerns promptly and professionally, striving for positive outcomes and resolutions.
- Stay updated on industry trends, pricing, and product availability.
- Collaborate with sales and marketing teams to develop pricing models that maximize profitability while remaining competitive in the market.
- Monitor and maintain inventory levels of office supplies, including stationery, equipment, and other essential items.

- Manage inventory distribution internally to relevant departments, maintaining accurate inventory records.
- Develop, lead, and execute purchasing strategies.
- Liaise with vendors for timely delivery and resolve any discrepancies or quality issues.
- Participate in developing cost-effective strategies with the Manager to optimize procurement processes and reduce expenses.
- Collaborate with various departments to understand their procurement needs.
- Liaise with the finance department for accurate recording and tracking of expenses.
- Coordinate the projection of media players ensuring seamless integration with product displays.
- Other duties as assigned.

**Requirements:**

- Bachelor's degree or equivalent combination in business field.
- Strong organizational and time management skills with the ability to prioritize tasks effectively.
- Excellent communication and interpersonal skills for building relationships with suppliers and internal stakeholders.
- Minimum 4-5 Years of SaaS procurement processes, contract management, and supplier negotiation.
- Proficient in using office productivity software (e.g., Microsoft Office suite) and procurement software.
- Ability to handle multiple responsibilities and work independently with minimal supervision requirements.
- Attention to detail and a commitment to maintaining high standards of quality.

**Competencies and Skills:**

- Lifelong learner, staying current with system information, changes, and updates.
- Great critical thinking skills, problem-solving, curious individual who likes to dig in and understand challenges, works through them, and is committed to being adaptable.