

Job Title: QS & Procurement Manager

Location: Lahore, Pakistan
Contract: Full-Time
Reports to: Operations Team

About Us

Established in 1963, Shelters is an Architecture Practice, evolving from modernist footings in the 60s and 70s. Grounded in design excellence, Shelters combines pragmatic foundations with contemporary sensitivities, ensuring every project reflects their enduring commitment to quality.

With over six decades of expertise, the firm excels in delivering innovative and rational designs, spanning: Commercial buildings, Educational institutes, Residences, Recreational hubs, Medical care facilities, Housing development, Farmhouses and Parks and remain steadfast in its commitment to delivering multidimensional professional services.

Website: www.shelters.pk
Facebook: facebook.com/shelter.pk
LinkedIn: linkedin.com/company/sheltersbydesign
Instagram: instagram.com/sheltersbydesign
Google Maps Location: [Shelters Office](#)

As we continue to enhance our procurement and cost management processes, we are seeking a QS & Procurement Manager to lead purchasing, vendor negotiations, cost estimation, and project budgeting. This role is essential in ensuring cost-effective procurement, quality compliance, and efficient resource management across all projects.

Position Overview

The QS & Procurement Manager is responsible for managing the procurement process, vendor relationships, project cost estimations, and budget control. This role ensures that all purchases align with company standards, cost targets, and project timelines.

The ideal candidate should have strong expertise in procurement strategy, cost estimation, contract negotiations, and vendor management, with experience in construction, architecture, or project-based industries.

Key Responsibilities

1. Procurement & Purchasing Management

- Oversee procurement operations, ensuring timely and cost-effective purchases.
- Evaluate supplier bids, negotiate contracts, and finalize procurement deals.
- Ensure compliance with company procurement policies and quality standards.
- Maintain efficient purchasing workflows for materials, services, and project resources.
- Identify cost-saving opportunities without compromising quality.

2. Quantity Surveying & Cost Control

- Conduct cost estimation for materials, labor, and services for architectural and construction projects.
- Prepare detailed cost analysis reports and assist in project budgeting.
- Ensure procurement aligns with estimated project costs, avoiding budget overruns.
- Track material consumption and project expenses to maintain cost efficiency.

3. Vendor & Supplier Management

- Identify, evaluate, and develop relationships with reliable suppliers and subcontractors.
- Monitor supplier performance, ensuring timely deliveries and contract fulfillment.
- Establish and manage supplier agreements, ensuring compliance with contractual obligations.
- Conduct market research to source competitive and high-quality materials.

4. Reporting & Documentation

- Maintain comprehensive procurement records, including invoices, purchase orders, and supplier contracts.
- Provide procurement and cost reports to senior management for financial planning.
- Track inventory levels, material wastage, and procurement efficiency to improve future planning.
- Develop standard operating procedures (SOPs) for procurement processes.

Required Skills & Qualifications

- Education: Bachelor's degree in Procurement, Supply Chain Management, Quantity Surveying, Civil Engineering, or a related field.
- Experience: Minimum 5 years of experience in procurement, cost estimation, or quantity surveying.
- Strong negotiation skills, vendor management expertise, and contract administration experience.
- Proficiency in procurement software, ERP systems, and cost estimation tools.
- Strong analytical skills, budgeting expertise, and financial acumen.
- Ability to assess supplier performance and optimize procurement strategies.
- Excellent problem-solving and organizational skills.

- Knowledge of architecture, construction materials, and project management workflows is a plus.

Why Join Us?

- Work in a strategic role, optimizing cost efficiency and procurement workflows.
- Be part of a legacy architecture and project management firm, contributing to high-profile projects.
- Gain hands-on experience in procurement strategy, vendor negotiations, and financial planning.
- Work in a dynamic and innovation-driven team with opportunities for career growth and leadership.