



## **Welcome to the Young and Passionate Team of Arcedior**

This document will give you a clarity of your role at Arcedior and the values & culture at Arcedior. We cover the below topics here:

- Why Arcedior: A brief about Arcedior and its Cultural values - our social media presence
- Hiring Process Overview
- Role Clarity – what are you supposed to do at Arcedior and how your candidature is being evaluated for this position

### **Section - 1**

#### **Why Arcedior: A brief about Arcedior and its Cultural values - our social media presence**

Arcedior works with high-net-worth individuals and big renowned architects and designers of India (majorly Gujarat and Mumbai). We work on projects in the space of hospitality, high end residences, and corporate offices where our company works closely with the designers and clients for the purchase of interior products.

At Arcedior we work towards bringing everyone's dreams into reality.

Our office Address: 1603 Sankalp Square 3, Next to Taj Skyline, Sindhu Bhavan Road, Ahmedabad – 380058

Email: [info@arcedior.com](mailto:info@arcedior.com)

[Google Map](#)

[Instagram](#)

[Website](#)

[Ecommerce Website](#)

[LinkedIn](#)

**Arcedior International Pvt. Ltd.**

1603 Sankalp Square 3, Next to Taj Skyline, Sindhu Bhavan Road, Ahmedabad - 380054  
+91-79 66168915 | [info@arcedior.com](mailto:info@arcedior.com) | [www.arcedior.com](http://www.arcedior.com)

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**You will love working at Arcedior! Why? Well, here's why:**

1. We are passionate to go global
2. We work hand in hand for the team personal development
3. Everyone here gets an opportunity to show their creativity
4. Open and comfortable environment, friendly and cooperative team
5. A culture of respect throughout the company
6. A young & vibrant workplace exhibiting energy and enthusiasm
7. A beautiful office designed according to the ergonomics requirement of the employees.
8. Regular celebrations in the office
9. What more, you are in the city which is known for its good food. And we being located at the most happening street of it – Sindhu Bhawan Road.

## **Section - 2**

### **Hiring Process Overview**

Hiring process at Arcedior:

1. Shortlisting the eligible candidates from the applications received.
2. Technical assessment is sent by Arcedior
3. Candidates to submit the assignment within the stipulated timeline provided.
4. Evaluating and shortlisting the assignments received from the candidates.
5. HR Round for fitment discussion
6. Google Meet/In-person interview with the department head.
7. Rolling out the offer letter and onboarding of the selected candidates at Arcedior.

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## **Section - 3**

Role Clarity – what are you supposed to do at Arcedior and how your candidature is being evaluated for this position

### **Job Description:**

Designation: Sourcing & Estimation

Experience: 1 to 3 Years

Job Type: Full-time, work from the office (as per readiness of candidate)

Salary: As per industry standards

Location: Ahmedabad, India

### **Role Clarity**

1. Handling the whole project starting from the selection of the Products to sourcing and procurement of goods.
2. Study drawings, layouts, 3Ds and ability to understand them well.
3. Closely working and understanding project requirements from Business Development Team.
4. Vendor Development, Material price negotiation.
5. Product Sourcing of international brands.
6. Handling client queries received by Business Development Team with complete ownership.
7. Preparing estimations with full accuracy.
8. Ability to compare quotes from different vendors and place order to right vendor.

### **Required Skills/Attributes**

1. Reading and understanding of AutoCAD drawings.

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2. English Communication (written and spoken both)
3. PowerPoint Presentation
4. Microsoft Excel
5. Material Procurement skills
6. Material Cost Negotiation skills
7. Selling skills & Attention to dealing

## **Required personality traits:**

At Arcedior, we value character and personality. We believe that skills can be taught but character and personality are built over a long duration & various factors impact them. We are looking for people who -

- Are honest and Ambitious
- bring in a positive mindset
- are dependable, reliable, and responsible
- are problem-solvers
- are Innovative and Professional

For any query, please reach out to [hr@arcedior.com](mailto:hr@arcedior.com) or contact on 87801 31129

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