Cultivate Your Career

Procurement Specialist
TERM, FULL-TIME

Organization	**City of St. Albert**
Website	**www.stalbert.ca**
Department	**Finance & Strategic Services**
Location	**5 St. Anne Street, St. Albert**
Compensation	**$83,549 - $102,830 per annum**
Closing Date	**April 21, 2025**
Competition #	**25/53**

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 72,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

The City of St. Albert is recruiting an individual to join our Financial & Strategic Services department as a Procurement Specialist.

Reporting to the Manager of Purchasing Services, this position will be responsible for coordinating and administering the operating and capital project competitive bidding process, understanding and explaining the procurement process, and performing contract analysis throughout the contract life cycle.

The key responsibilities will include:

- Providing procurement and materials management services for projects across multiple departments, primarily for the acquisition of operating and capital project services, including consulting, design, and construction.
- Being accountable for procuring standard goods/services as delegated by the Purchasing Manager, primarily specialized services (consulting) and similar types of projects.
- Negotiating and administering non-standard project contracts.
- Developing, implementing, communicating, and maintaining City purchasing documentation.
- Advising client colleagues on the day-to-day delivery of services, ensuring compliance with corporate policies and procedures while finding best practice solutions to unique challenges and business needs.

The individual we seek should have expertise in public sector purchasing, strong negotiation and customer service skills.

COMPENSATION

$83,549 - $102,830 per annum. In addition, the City of St. Albert offers a generous and comprehensive benefit package.

TERM

This is a term from April 2025 to April 30, 2026, with the possibility of an extension.

This assignment is covering a leave and is therefore subject to the early return of the incumbent on leave.

QUALIFICATIONS

- A bachelor's degree in a related field with a specialization in Supply Chain Management/Procurement with a combination of five (5) years of professional level purchasing experience, within the public sector preferred.
- One of the three Designations: Supply Chain Management Professional (SCMP), Certified Public Procurement Officer (CPPO), or Certified Procurement Professional (NIGP-CPP).
- Sound knowledge of purchasing practices.
- Strong written skills and verbal communication.

HOURS OF WORK

We offer a compressed bi-weekly work schedule of 72 hours, Monday - Friday, 8:00 – 5:00, with a biweekly regular day off (RDO).

FLEXIBLE SCHEDULE

This position may be eligible to apply for flexible hours to adjust start and end times from the core hours of 8 a.m. – 5 p.m. by 30 or 60 minutes.

HYBRID REMOTE WORK

The City of St. Albert offers options for Hybrid Remote Work. This position may be eligible to apply for Hybrid Remote Work. That means the majority of worktime (51+%) will be completed in the designated workspace, and the remainder may be worked remotely.

CONDITIONS OF EMPLOYMENT

The successful applicant will be required to obtain a satisfactory police information check.

The successful candidate will be required to provide proof of educational and professional credentials.

A valid Class 5 Drivers License and a personal vehicle for work use are required.

APPLICATION PROCESS

If you are interested in this opportunity, please submit a cover letter and resume via our City of St. Albert employment opportunities site www.stalbert.ca/employment

CLOSING DATE
April 21, 2025

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.

stalbert.ca

City of St. Albert
Cultivate Life