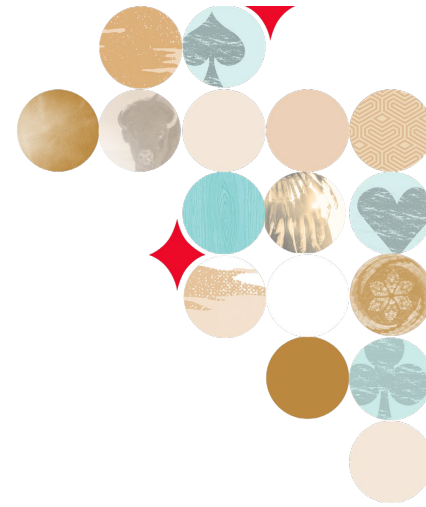




Saskatchewan Indian Gaming Authority

103 Aspen Place
Saskatoon, SK Canada S7N 1K4
T: 306.477.7777
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SIGA.ca



Manager of Contracts & Procurement Support

Competition #: 375

Job Classification: Salaried

Salary Range: \$87,500.00 - \$131,300.00

Job Type: Full-time

Education:

- Successful completion of Bachelor's Degree in Business Administration, Supply Chain Management, Finance, Accounting, or other related field; an equivalent combination of training and experience may be considered. Legal Administration is an asset.

Experience:

- 5 years' direct experience in contract administration.

Main Duties

This position focuses on operational efficiency, by providing internal and external clients with contract administration, procurement support and expertise on procurement contracts and processes.

Responsibilities include: Managing, drafting, approving and executing contracts, documentation on a range of procurement related activities. Managing and coordinating JDE system support for the ERP contract procurement module, including guidance, advice, and documentation. Supervising Procurement Clerks, Contract Administrators, promoting good relationships and ensuring they have the knowledge and tools they need to succeed. Leading the on-going management and development procurement of procedures, training materials and manuals. Ensuring the proper maintenance of procurement, approval routings and contract records. Collaborating to develop initiatives to engage First Nation and Local Suppliers. Assisting the Director of Procurement with development and implementation of other Procurement initiatives as required.



Conditions of Employment

- Successful candidates are subject to a background check as well as required to obtain and maintain a gaming employee Certificate of Registration from the Saskatchewan Liquor and Gaming Authority (SLGA)/Indigenous Gaming Regulators (IGR).
- The minimum age to work in a casino or any area where gaming can be seen is 19 years of age.
- Some SIGA locations operate in a high sensory environment. You may be required to work in an environment where you will be exposed to tobacco smoke, high noise levels, flashing and blinking lights, and a congested workplace. SIGA adheres to all occupational health and safety regulations and makes every effort to limit the adverse effects of these elements.
- As our organization values employee and patron safety, SIGA has instituted a Drug & Alcohol policy for its employees.
- Compliance with all regulatory requirements as may be applicable to your position including but not limited to both SLGA requirements and the Anti-Money Laundering requirements set out in the Proceeds of Crime (Money Laundering) and Terrorist Financing Act and regulations and policies made thereunder by Canada and FINTRAC.

Core Organizational Competencies:

- • Adapting to Change
- • Communication
- • Customer Service
- • Decision Making
- • Results Oriented
- • Working with Others

To apply, please visit: <https://siga.mua.hrdepartment.com/hr/ats/JobSearch/viewAll/>

Close date: 2/4/2025