

Procurement Specialist

The City of Moose Jaw is looking to fill the position of Procurement Specialist which plays a critical role facilitating the procurement activities of the City of Moose Jaw. This position is responsible for managing the procurement process for all procurement activities assigned to them and works closely with Departmental Managers to provide procurement support.

Some of the duties include:

- Identify potential suppliers, evaluate their capabilities, and maintain a listing of potential suppliers for specific goods and services
- Develop and maintain positive relationships with suppliers
- Collaborate with City Departments to understand their procurement needs and vendors that will meet that need
- Prepare and issue Requests for Proposals, Requests for Quotations, Expressions of Interest and Tenders
- Preside over procurement openings, evaluate bids, negotiate contracts, and recommend award decisions
- Communicate award decisions to the procuring department
- Ensure timely delivery of goods and services procured and monitor performance
- Follow municipal procurement policies, bylaws, and ethical standards
- Promote transparency and fairness in the procurement process
- Identify opportunities for process enhancements and cost savings
- Stay informed about industry trends and best practices

Qualified applicants will possess:

- Degree/Diploma in Administration, Supply Chain Management, or a similar field
- Preference given for a Certificate in Supply Chain Management or a Professional Certification in Procurement
- Three years Procurement Experience preferably with Public Sector Experience
- Skills in negotiation, communication, and analysis
- Business Central and Microsoft Office Capabilities
- Class 5 Drivers License and Personal Vehicle

Salary: \$51,876 to \$61,536 annually

If this opportunity appeals to you, please submit a resume outlining your credentials and names of references, indicating Competition #24-57, to:



City of Moose Jaw, Human Resource Services
Fax: (306) 694-4517 or E-mail: Postings@moosejaw.ca

We will contact applicants we wish to consider within 3 weeks of the competition closing date. All applicants are thanked for their interest.