



Now Hiring Buyer III - Procurement Specialist

Full-time, permanent

In Medicine Hat, you'll enjoy a perfectly sized city and an inviting community with an enviable quality of life. And here at the City of Medicine Hat, you'll fuel the energy and innovation of an organization making bold and world-class advances in a variety of industries.

As a Buyer III you will provide guidance and support for procurement services to City departments to ensure effective and responsible sourcing and obtaining of materials, equipment and services while mitigating risks to the organization. This position supports the departments by developing and administering the tender/RFx process, including review, evaluation, contract creation and negotiation.

Our ideal candidate

- You have advanced knowledge, understanding and application of tendering and contract law, corporate supply chain related policies and procedures, and the principles and practices of public purchasing.
- You have demonstrated experience determining procurement strategies aligning with requirements.
- You have high standard of ethics, professional conduct, integrity, discretion, and can handle the pressure of public scrutiny.
- You have strong interpersonal skill, promote cooperation and collaboration while balancing process standards, legal requirements, and operational needs.

Qualifications

- Successful completion of the Supply Chain Management Association Designation (SCMP) or National Institute of Government Purchasing Certified Professional Public Buyer (CPPB) from a recognized post-secondary institution Including successful completion of Grade 12 or high school equivalency.
- Five (5) years of buying experience preferably in the public sector.
- An equivalent combination of management approved training and experience may be considered.

We thank all applicants; however only those selected for an interview will be contacted.

APPLY AT

MEDICINEHAT.PREVUEAPS.CA/JOBS/

The City of Medicine Hat Supply Chain team has recently completed an enhancement project to the Procure-To-Pay process with the implementation of contracts and requisitions modules in the City's ERP system. This has streamlined processing of requisitions, purchase orders, contracts, and payments. An upcoming initiative will enable digital invoice registration through Artificial Intelligence to further improve our processes. **THAT'S INNOVATION, MEDICINE HAT STYLE.**

bright ideas