



## **Join the City of Medicine Hat as a Buyer II**

Permanent, Full time, On Site

Join the team at the City of Medicine Hat and play a key role in delivering responsible, value-driven procurement that supports essential services across the community. As a Buyer II, you'll contribute to meaningful municipal projects by leading competitive procurement processes, partnering with departments to solve operational needs, and ensuring public funds are spent transparently and strategically. This is an excellent opportunity for a procurement professional who enjoys balancing analysis, collaboration, and problem-solving in a role that directly impacts how services are delivered to residents.

### **Your key responsibilities**

- Review requisitions from client departments for accuracy and completeness and liaise with stakeholders to determine appropriate procurement strategies and priorities.
- Develop Tender and RFP packages and administer competitive procurement processes to ensure best value for City expenditures.
- Prepare and compose commercial documentation required for consistent and defensible evaluations of bids and proposals.
- Conduct commercial analysis and compliance evaluations of submissions, review departmental technical evaluations, and confirm award recommendations align with City policy and applicable legislation.
- Prepare, verify, and release award documentation.
- Meet with City departments and consultants to assist in the development of specifications for Tenders and RFPs.
- Compile contract documents, ensure appropriate approvals and signatures are obtained, and distribute finalized agreements.
- Develop customized tender documents for procurements that do not align with standard contract templates.
- Process, update, and maintain purchase orders, including data entry and filing.

- Maintain current knowledge of the vendor community and commodity requirements.
- Assist in resolving disputes between City departments and vendors, in collaboration with the Supervisor of Procurement.
- Support special projects and perform administrative duties as assigned.

### **What you bring**

- Ability to manage multiple priorities in a high-volume, public-facing environment.
- Strong understanding of procurement strategies and how to apply them appropriately.
- Ability to balance legal, policy, and organizational requirements.
- Excellent interpersonal skills with the ability to communicate effectively with senior leadership, internal stakeholders, and vendors.
- Strong written and verbal communication skills.
- A solid working knowledge of:
  - Public-sector tendering processes
  - Common law, tendering law, and relevant provincial statutes
  - Purchasing and materials management principles
  - Analytical tools and evaluation methodologies
- Ability to establish and maintain effective service relationships with City departments.
- Ability to develop and maintain professional relationships with the vendor community.
- Sound judgment and decision-making skills supported by knowledge and experience.
- High standards of ethics, integrity, and discretion.
- Strong analytical skills and ability to apply evaluation tools effectively.
- Proficiency using Microsoft Office and other current office software in a networked environment.
- Ability to adapt to ERP systems and new corporate or department-specific applications.
- Ability to work independently with general direction from the Supervisor of Procurement.
- Ability to perform more complex procurement tasks under the guidance of a senior Buyer or Supervisor.
- Demonstrated commitment to the City's Corporate Safety standards, including the Health, Safety and Environmental Management System.

### **Qualifications**

- Grade 12 diploma or high school equivalent
- Enrollment in the Supply Chain Management Professional (SCMP) Program through Supply Chain Canada

- Four (4) years of buying experience, preferably in a public-sector environment.
- An equivalent combination of management-approved education, training, and experience may be considered.

### **Why join us?**

- **Make a difference:** Contribute to the growth and development of our employees, fostering a culture of continuous learning and professional advancement.
- **Collaborative environment:** Work alongside passionate professionals dedicated to achieving excellence and driving positive change within the organization.
- **Career growth opportunities:** Access to ongoing training, development programs and advancement opportunities to support your professional growth and career aspirations.
- **Competitive benefits package:** Enjoy a comprehensive benefits package including competitive base salary, health, dental, retirement plans and more. Remove if not benefit eligible.
- **Competitive rate of pay:** Starting at \$43.44
- **Relocation assistance available:** Relocation Assistance is available for the successful candidate. We're a community-minded city with an entrepreneurial spirit and a vibrant industrial history. Medicine Hat is Canada's sunniest city; spring starts early, and summer stretches out a little further, with an average of 330 days of sunshine per year. With a diverse range of cultural experiences, beautiful parks, and a sunny four-season climate, Medicine Hat is a place where you can truly feel at home. Explore the unique opportunities that make our city a great place to live, work, learn and play. [Opportunity Awaits - Move to Medicine Hat](#)

**To apply, please visit our website: [APPLY NOW](#)**