

## Junior Procurement & Contract Specialist Junior Buyer Job Number: 46861

**\*\*This posting is for one (1) full-time temporary position ending on or before March 24, 2024\*\***

The Procurement & Contract Specialist act in a supporting role to work and have all work over their delegated authority reviewed by a Senior Buyer, Manager, and/or Director. Junior Buyer is responsible and accountable for activities and decisions that ensure business area operational needs are being met while ensuring compliance with all EPS policies and procedures. Responsibilities of this position will include:

- Updates procurement reports and tracking tools and ensures accuracy and completeness.
- Drafts/prepares bid recaps/summaries and evaluation spreadsheets for any assigned RFX.
- Conducts analysis of bids/proposals and prepares recap/summary and evaluation spreadsheets.
- Listens and clearly presents information to others.
- Responsibly and positively reflects the organization internally and externally.
- Understands how to escalate questions and issues and comes prepared with potential thought-out solutions.
- Welcomes and acts upon constructive feedback and can openly admit and take responsibility for mistakes.
- Organizational and process change.
- Ensures procurement files are complete.
- Can continue to complete assigned tasks in an environment subject to organizational change, and process and tools changes while maintaining a positive work environment.
- Performs other duties as assigned.

### Qualifications:

- High School Diploma and a Supply Management Training (SMT) Diploma from the Supply Chain Management Association (SCMA) or equivalent.
- A minimum of four (4) years of diversified procurement and/or supply chain management experience.
- OR
- A minimum completion of level 2 towards the SCMP designation from the SCMA or two-year post-secondary diploma (or higher) in public administration, public policy, supply chain, business, procurement, or related field AND a minimum of four (4) years' directly related work experience performing a procurement/contract management/supply chain role.
- OR
- High School Diploma AND a minimum of six (6) years' directly related work experience performing a procurement/contract management/supply chain role.
- Having one of the following accreditations would be considered an asset
  - Supply Chain Management Professional (SCMP) designation
  - Certified Public Procurement Officer (CPPO)
  - Universal Public Procurement Certification Council (UPPCC)
  - World Commerce & Contracting Certification
- Working knowledge and understanding of procurement practices, tender/contract law, trade agreements and various procurement strategies/approaches.
- Ability to determine procurement strategies which are appropriate to requirements with conflicting priorities.
- Working knowledge of RFX methods and approaches.
- Perform work with a high degree of accuracy and completeness of files/documentation.
- Highly independent and can take initiative and be resourceful.
- Ability to work effectively in a team environment.
- Excellent organizational skills.
- Excellent time management skills.
- Strong listening, verbal and written communication skills.
- Excellent customer service and strong research skills.
- Ability to demonstrate leadership in providing guidance to business unit partners.
- Strong analytical, critical thinking, decision making and problem-solving skills.
- Ability to identify risks and mitigation strategies in procurement processes.
- Self-motivated and willingness to participate in professional development and learning opportunities.
- Strong knowledge of MS Office (Word, Excel, OneNote, Power Point).
- Strong computer skills: ability to learn, utilize, and update various databases, programs, and ERP systems such as SAP.
- Ability to plan and lead contract negotiation processes.
- As part of your pre-hire screening, you will be required to complete an Enhanced Security Clearance. Should you accept employment with the Edmonton Police Service you acknowledge and agree to participate in future Enhanced Security Re-Clearances at scheduled intervals or in any other circumstances, exigent or otherwise, as required by Human Resources Division.

### Hours of Work:

33.75 hours per week, Monday - Friday. Hours of work may be subject to the terms and conditions of variable hours of work program.

### Salary Range:

21M, Salary Grade: 016, \$33.76 - \$42.24 (Hourly), \$2,279.10 - \$2,851.70 (Bi-Weekly), \$59,485.49 - \$74,430.00 (Annually). The rates quoted are in accordance with a collective agreement between the Union and the City of Edmonton.

### General:

- The City of Edmonton thanks applicants for their interest in this opportunity. Candidates considered for the position will be contacted.
- We are an equal opportunity employer. We welcome diversity and encourage applications from all qualified individuals.
- Please include a current resume and covering letter with your online application.

The Province of Alberta is a party to the Federal Agreement on Internal Trade, the Trade, Investment and Labour Mobility with British Columbia and the New West Partnership Trade Agreement with British Columbia and Saskatchewan. All of these agreements promote labour mobility between the Provinces. Applicants may obtain information regarding recognition of extra provincial credentials at [www.newwestpartnershiptrade.ca](http://www.newwestpartnershiptrade.ca).

### HR Consultant: CS

**Classification Title:** Junior Buyer

**Posting Date:** May 24, 2023

**Closing Date - 11:59 p.m. on:** June 07, 2023

**Number of Openings (up to):** One (1) – Permanent Full-Time

**Union:** CSU 52

**Department:** Edmonton Police Service

**Work Location(s):** TD Tower, 10088 – 102 Avenue NW

City of Opportunity: City of You



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Use our easy online system to complete all application requirements immediately and efficiently.

Applicants applying by fax (780)496-8063 or by mail/drop-off at the Employment Centre, Main Floor, City Hall, #1 Sir Winston Churchill Square, Edmonton, AB T5J 2R7, will be forwarded necessary application documents.