

About Edmonton Public Schools

We are the second largest school division in Alberta, serving students, families and communities throughout Edmonton. At Edmonton Public Schools, we provide a range of programs, learning spaces and supports that enhance pathways for student success.

Our Division is committed to diversity and inclusivity; we are listening, we are learning, and we are committed.

Edmonton Public Schools aspires to be a learning community where every individual belongs, is included and experiences success. We strive to empower staff to reach their goals in a diverse, equitable and inclusive workplace that values their lived experiences. We are seeking individuals like you, who reflect the students and families we serve.

Together, we are stronger.

Status

FTE: 1.000

Position Summary

The Procurement Agent will be responsible for executing purchasing functions for the Division with the responsibility and authority to make commitments for the procurement of goods, services and construction.

Job Duties/Responsibilities

- managing established contracts throughout contract lifecycle
- preparing RFQ documents for one-time procurements and ongoing contracts including meeting with clients
- conducting the tender process including posting of documents
- evaluating tender responses for compliance
- awarding Purchase Orders or Contracts
- managing Purchase Order and invoice discrepancies
- managing vendor status
- providing advice and assistance to Division staff

Education/Qualifications

- a diploma in a related field
- a minimum of three years of related experience
- Professional Buyer Certification (CPPB, CPPO, SCMP, SMT)
- knowledge of legal aspects and trade agreements affecting public procurement
- advanced negotiation, analytical, communication and interpersonal skills

Rate of Pay

\$2,502.50 - \$3,192.70 bi-weekly

Closing

Closing date for this competition is January 29, 2024.

Contact Person: Kym Fudge, Manager, Purchasing and Contract Services

Only those applicants being considered will be contacted. The Terms and Conditions of employment for Exempt staff may be viewed at www.epsb.ca/ourdistrict/careers/exempt/