

Welcome. You are not signed in. | [My Account Options](#)[My Job Cart](#) | [Sign In](#)[FAQ ?](#)[Job Search](#)[My Jobpage](#)[Basic Search](#)[Search](#)Job 9 out of 13 [Previous](#) [6](#) [7](#) [8](#) **9** [10](#) [Next](#)[Apply Online](#)[Add to My Job Cart](#)**Job Description****Senior Procurement and Contract Specialist - Procurement & Contract Supply Logistics Branch (PCSLB)**
Job Number: 52548*****This posting is for One (1) full-time permanent position & One (1) full-time temporary position for a eight (8) month term with possibility of being extended*****

The Edmonton Police Service (EPS) requires Two (2) Senior Procurement and Contract Specialist who are highly skilled to support various procurement activities across the organization. Reporting to the Manager of the Procurement & Contract Services Section, you will have the following responsibilities:

A. Development and Management of Competitive and Non-Competitive Procurements

- Provide advice regarding both Competitive and Non-Competitive procurements
- Collaborate with business areas to compose RFx documents, develop evaluation criteria and strategies.
- Develop evaluation plans and facilitate the RFx evaluation process.
- Issue and manage RFx postings, including responses to proponent questions and other issues that may arise.
- Receive and review bids/proposals for compliance, prepare bid summaries, prepare evaluation spreadsheets and perform analysis of pricing and financial information.
- Review RFx award recommendations, perform due diligence, manage contract assembly, and prepare award reports with supporting documentation.
- Update procurement reports, files and tracking tools to ensure accuracy and completeness.

B. Procurement Planning

- Take collaborative and proactive approach working with business areas to develop annual procurement plans.
- Provide advice to business areas to ensure that decisions and approvals are obtained in a timely manner.
- Facilitate and assist BA's to successfully navigate procurement procedures, methods, and approaches.
- Collaborate, and assist in advancing status reports to update leadership and business area's on the annual procurement plans
- Facilitate, lead, and/or participate in planning activities for procurements that are of intermediate to high complexity and risk.
- Proactively work with business areas to promote competitive processes where possible.
- Consider EPS strategic initiatives when planning procurement activities with the intent to align with the strategic initiatives.
- Conduct research and data analysis using various tools such as SAP in support of the procurement planning processes.

C. Purchasing and Contracting

- Ensure completeness and accuracy of a variety of contracts, agreements, and Purchase Orders (PO) documentation.
- Monitor and manage contract renewals and option year extensions to maintain or increase best value to the EPS.
- Assist business areas with substantiating proposed rate adjustments.
- Assist business areas with supplier performance concerns and facilitate resolution with both the supplier and business area on performance and contractual issues when required.
- Facilitate contract negotiations on behalf of the EPS.

D. Leadership

- Provide supervision, coaching and mentoring to direct reports.
- Act as initial escalation point for challenging files from direct reports.
- Actively seeks opportunities to develop professional learning and leadership growth for self and staff.
- Provide training, coaching, guidance to PCSL Branch Team members and others in the organization.
- Responsibly and positively reflect the organization internally and externally.
- Act as role models and promote accountability, teamwork, and developing self and others among immediate team, Section, Branch and the organization at large.
- Support effective teamwork through constructive dialogue and sharing knowledge and experience.



CANADA'S BEST DIVERSITY EMPLOYERS



Connect with us!

[LinkedIn](#)[Facebook](#)

Qualifications:

- Completion of a Supply Chain Management Professional (SCMP) designation from the Supply Chain Management Association (SCMA) or a Certified Public Procurement Officer (CPPO) certification from the Universal Public Procurement Certification Council (UPPCC).
- A minimum of six (6) years of diversified procurement and/or supply chain management experience, including a minimum of three (3) years' experience in a corporate centralized procurement environment performing end to end responsibility for the tender/RFP process.
- Experience in public sector competitive procurement is highly desirable.
- Demonstrated ability to assess and determine appropriate procurement strategies and documentation as well as effectively conduct RFx processes including analysis and evaluations.
- Ability to supervise staff, assign work, and lead projects and initiatives using project management principles.
- Ability to work independently as well as in a team environment.
- Ability to exercise sound judgment in resolving challenges.
- Ability to organize priorities to achieve results.
- Ability to make decisions in ambiguous situations.
- Strong proficiency using Microsoft products (Word, Excel), including documents, spreadsheets, and presentations, knowledge of Google documents, spreadsheets & presentations is highly desired.
- Experienced in the SAP Materials Management module.
- Demonstrated ability in establishing and maintaining effective working relationships with internal and external clients and vendors.
- Effective verbal and written communication.
- Strong conflict management and change management skills.
- 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: 40 hours per week, Monday - Friday. Hours of work may be subject to the terms and conditions of variable hours of work program.

Salary Range: 21B, Salary Grade: 031, \$44,572 - \$56,014 (Hourly), \$3,565.80 - \$4,481.10 (Bi-Weekly), \$93,066.34 - \$116,957.23 (Annually).

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 note that the option to work remotely is not available at this time.

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.

HR Technician: BS

Classification Title: Senior Buyer

Posting Date: May 27, 2025

Closing Date: Jun 10, 2025 11:59:00 PM (MDT)

Number of Openings (up to): 2 - Permanent and Temporary Positions Full-time

Union : CSU 52

Department: Edmonton Police Service

Work Location(s): TD Tower, 10088 102 Avenue NW Edmonton T5J 2Z1

[Apply Online](#)[Add to My Job Cart](#)