



Senior Procurement Officer

Lethbridge, Alberta

Reporting to the Procurement Services Manager, this position is responsible for managing the end-to-end procurement process, from requirement identification through to contract execution. The role plays a critical part in supporting Lethbridge Polytechnic operations by developing RFX documents, leading negotiations, ensuring compliance with trade agreements and legislation, and providing procurement expertise across departments.

This is a fast-paced, decision-driven environment where multiple analytics inform every purchase, contract, and project a Senior Buyer manages daily. The ideal candidate will possess exceptional communication, negotiation, and interpersonal skills, with the ability to influence others and build strong working relationships across departments. You are detail-oriented, highly organized, and comfortable managing multiple priorities in a dynamic environment. Your adaptability, integrity, and problem-solving mindset will enable you to thrive within a centralized team that works closely with all areas of Lethbridge Polytechnic

To qualify, you will require a Supply Chain Management Professional (SCMP) designation, an equivalent certification, or be actively working toward full certification. Strong experience preparing and managing RFX documents is essential. A minimum of three (3) years of procurement or purchasing experience is required. A valid Class 5 driver's license is mandatory.

Additional skills required and experience include:

- Prior public sector procurement experience
- Knowledge of applicable legislation and trade agreements
- Proficiency with an institutional ERP system, the APC Network, Microsoft 365, and the Bonfire Procurement Portal.
- Strong technical writing skills for scopes of work, specifications, and evaluation criteria.
- Experience with contract negotiation, amendments, and vendor management

This is a permanent full-time position working 35 hours per week.

Starting salary from \$78,952 to \$92,885 per year; commensurate with education and experience.

To apply or read more about this opportunity, please visit our careers page

<https://lethpolytech.peopleadmin.ca/postings/5371>