

[APPLY FOR THIS JOB →](#)

Senior Procurement Specialist

University of Calgary

Procurement Services | AVP Strategy, Enterprise and Commercial

Job ID:	37300	Location:	Main Campus, Calgary, AB
Type:	Full-Time Regular	Bargaining Unit:	AUPE
Job Family:	Specialist / Advisor, Phase 3	Deadline:	April 30, 2026

We acknowledge the traditional territories of the people of the Treaty 7 region in Southern Alberta. The City of Calgary is also home to Métis Nation within Alberta (Nose Hill Métis District 5 and Elbow Métis District 6).

Position Overview

Procurement Services within AVP Strategy Enterprise and Commercial is currently seeking a Full-time Regular Senior Procurement Specialist.

The University of Calgary is a comprehensive research university, ranked one of Canada's top five research universities, combining the best of long-established university traditions with the City of Calgary's vibrant energy and diversity. The Senior Procurement Specialist is a key member of the Supply Chain Management team, supporting Procurement Services and business units through strategic sourcing, contract negotiation, and ongoing procurement support to meet institutional objectives.

Reporting to leadership within Supply Chain Management, the Senior Procurement Specialist is responsible for procuring materials, supplies, equipment and services in the most cost-effective and compliant manner for the University. The role requires strong collaboration skills and a commitment to delivering high-quality customer service to a diverse group of campus stakeholders. This position works closely with members of the Supply Chain Management team including Procurement Services, Card & Supplier Services, Distribution Services, as well as with internal clients across the institution. The Senior Procurement Specialist operates in a dynamic, high-volume, and complex environment and must effectively manage competing priorities and deadlines.

Key Responsibilities

Strategic Sourcing, Contracting and Supplier Management

- Oversee the preparation and execution of competitive procurement documents (e.g., RFQs, RFPs, tenders), ensuring compliance with the University's policies, government regulations, and applicable trade agreements and legislation.
- Lead the development, implementation, and continuous improvement of the University's contractual and sourcing requirements, providing expert guidance on complex and high-risk procurement activities.
- Lead supplier interviews, negotiations, and debriefs to enhance supplier performance, address service issues, and support the development of new or strategic sources of supply.
- Lead the identification and implementation of cost-saving, value creation, and process improvement initiatives that support institutional objectives and total cost management principles.

Procurement Governance, Risk and Compliance Advisory

- Provide expert advisory support on procurement governance and risk by interpreting and applying institutional policies, trade agreements (e.g., CFTA, CETA, NWPTA), and public sector procurement requirements, and by guiding internal stakeholders on appropriate sourcing strategies for complex, high-value, or sensitive procurements.

- Support institutional compliance and research funding requirements by advising on procurement approaches related to research, scientific, and externally funded initiatives (e.g., grant-funded or CFI-funded projects), ensuring alignment with sponsor conditions, audit expectations, and university governance frameworks.
- Provide senior-level advisory support to internal stakeholders by reviewing, analyzing, and evaluating competitive submissions, quotations, and tenders, and by facilitating evaluation processes and consensus-based award recommendations.

Capability Building and Continuous Improvement

- Act as a trusted subject matter expert and representative of Supply Chain Management, promoting effective collaboration and strong relationships between SCM, suppliers, and institutional stakeholders.
- Mentor and provide informal leadership to procurement colleagues by sharing subject matter expertise, best practices, and lessons learned, and by contributing to the continuous development of procurement capability, consistency, and professionalism within the SCM function.
- Identify, assess, and recommend improvements to procurement procedures, systems, and practices based on operational experience, emerging best practices, and institutional needs.
- Participate in special projects and initiatives as required in support of institutional or Supply Chain Management priorities.

Qualifications / Requirements

Education

- University or post-secondary education in a relevant field such as Business, Operations Management, Supply Chain Management or a related discipline is required. Professional designation (e.g., SCMP) is considered an asset. An equivalent combination of education and directly related experience may be considered.

Experience

- Five (5) to seven (7) years of progressive experience in procurement or supply chain management, with demonstrated responsibility for complex, high-value, or high-risk procurements.
- Experience leading end-to-end competitive procurement processes, including RFQs, RFPs, and tenders, in compliance with institutional policy, public sector legislation, and applicable trade agreements (e.g., CFTA, CETA, NWPTA).
- Proven experience providing senior-level advisory support to internal clients, including reviewing and evaluating competitive submissions, supporting evaluation committees, and developing defensible award recommendations.
- Demonstrated experience negotiating commercial terms and conditions, managing contract execution, and administering contracts throughout their lifecycle. Experience supporting procurement activities in a complex, decentralized organization such as a university, broader public sector, or similarly regulated environment.
- Experience advising on procurement approaches for research, scientific, or externally funded initiatives (e.g., grant-funded or CFI-funded projects) is considered an asset.
- Hands-on experience working within an ERP-based procure-to-pay environment, such as PeopleSoft Financials, including Purchasing and Accounts Payable, is an asset.

Skills

- Advanced analytical, problem-solving, and critical thinking skills, with the ability to assess complex procurement scenarios, evaluate risk, and recommend sound sourcing and contracting strategies.
- Excellent written and verbal communication skills, including the ability to clearly articulate procurement requirements, evaluation outcomes, and recommendations to diverse stakeholder groups.
- Strong stakeholder engagement and collaboration skills, with demonstrated ability to lead cross-functional teams and build consensus.
- Strong systems literacy, including experience working within ERP-based procure-to-pay environments; advanced Microsoft Office skills, particularly Excel, Word, and SharePoint.

- Demonstrated ability to work effectively within a team-based, service-oriented environment while managing multiple priorities.

Equity, Diversity & Inclusion

As an equitable and inclusive employer, the University of Calgary recognizes that a diverse staff/faculty benefits and enriches the work, learning and research experiences of the entire campus and greater community. The University encourages members of the designated groups (women, Indigenous peoples, persons with disabilities, members of visible/racialized minorities, and diverse sexual orientation and gender identities) to apply. All qualified applicants are encouraged to apply; preference will be given to Canadian citizens and permanent residents of Canada.

Do you have most but not all the qualifications? Research shows that women, racialized and visible minorities, and persons with disabilities are less likely to apply for jobs unless they meet every single qualification. At UCalgary we are committed to achieving equitable, diverse, inclusive and accessible employment practices and workplaces and encourage you to apply if you believe you are right for this role.

APPLY FOR THIS JOB →

[Click here to view the full posting and apply on UCalgary Careers](#)

This posting is shared by Supply Chain Canada West for the benefit of our members and community. Supply Chain Canada West is not the hiring organization.