

Senior Purchasing Agent – Term

Job ID: 3099

Openings: One (1)

Jurisdiction: CUPE Local 7

Division: Financial Strategy & Sustainability

Department: Finance

Branch: Procurement

Location Name: Regina, Saskatchewan, CA

Type of Posting: Internal & External

Employment Type: Term up to 12 months

Hourly Salary: \$38.53 - \$49.65 (Plus \$3.00/hour Market Supplement)

Annual Salary: \$73,461.00 - \$94,663.00 (Not include Market supplement)

Date Posted: September 23, 2025

Closing Date: October 8, 2025

Application Link: <https://jobs.regina.ca/job/Regina-Senior-Purchasing-Agent-Term-SK-S4P-3C8/1290344847/>

Land Acknowledgement

We are proud to reside on Treaty 4 Territory and the traditional lands of the Cree, Saulteaux, Dakota, Nakota, Lakota, and Métis Nation, honoring and respecting these Nations and ancestors of this territory and grateful to be here. Regina is committed to building trust and creating true partnerships with Indigenous peoples.

Equity, Diversity & Inclusion

The City of Regina is an equal opportunities employer dedicated to fostering a respectful, collaborative, inclusive, and barrier-free workplace, allowing everyone to achieve their full potential. We value diversity as a key to our success and encourage all qualified candidates, including Indigenous peoples, people of color, 2SLGBTQIAP+ individuals of all genders, people of disabilities, and members of equity-seeking communities, to apply.

The City of Regina is committed to ensure accessible and accommodating processes during the application and selection phases. If you need accommodation at any point during the recruitment process, please inform our Talent team and we'll collaborate with you to address your requirements.

Position Summary

Are you ready to take your procurement career to the next level? Do you thrive in a dynamic, fast-paced environment? We're looking for a Senior Purchasing Agent to play a crucial role in our organization's success.

As a Senior Purchasing Agent, you'll be responsible for the acquisition and delivery of goods and services for our organization, operating within delegated purchasing authority limits exceeding \$75,000 in value. Your strategic mindset and expertise will drive our procurement operations to excellence.

Key Duties & Responsibilities

- Strategic Procurement: Acquire goods, materials, professional services, and contractual services for various civic departments and related agencies. Your adherence to best purchasing practices, policies, and procedures will be critical.

- Collaborative Forecasting: Proactively collaborate with internal clients to forecast demand, assess inventory levels, and identify organizational needs. Your insights will drive the development, implementation, and delivery of the most effective procurement methods.
- Client-Centric: Act as the primary point of contact for client departments and external stakeholders on procurement-related matters. You'll ensure supplier commitments are met and address client department concerns swiftly.
- Procurement Excellence: Select the most appropriate procurement approach, whether RFQ, RFP, tender, or sole source. Develop competitive opportunities, evaluate bids, and consult with clients to ensure optimal outcomes.
- Contract Expertise: Prepare legally binding contracts, enforce active contracts, and resolve conflicts through vendor and client engagement. Collaboration with legal teams when required is essential.
- Compliance and Records: Ensure compliance with relevant legislation, trade agreements, and policies. Maintain organized commodity and supplier files and adhere to corporate records management policies.
- Data Mastery: Leverage your data expertise to validate and generate reports from various programs and applications. Your analytical skills will drive informed decisions.
- Continuous Improvement: Share ideas and suggestions to enhance work processes. Collaborate with clients and vendors to resolve issues effectively.

Key Qualifications

- Completion of a college diploma or university degree
- Year 2 of the Supply Chain Management Association (SCMA) Supply Chain Management Professional Designation Program or a Certified Professional Public Buyer (CPPB) designation from the Universal Public Procurement Certification Council (UPPCC)
- Class 5 driver's license
- Over five years of prior purchasing experience
- Knowledge of procurement principles, policies, procedures, processes, and systems.
- Knowledge of types, characteristics, and supply sources of commodities and services commonly required by municipal government.
- Knowledge of trade agreements.
- Knowledge of specific branch unit as well as the broader divisions/department/branches and interrelationships for project and service delivery.
- Knowledge of relevant collective agreements, bylaws, policies and procedures, and legislation, including health and safety standards.
- Knowledge of job-related office productivity software, internet browsers and search engines, enterprise software, discipline-specific software, and technology devices.

Additional Requirements:

- Successful candidates may be required to provide a satisfactory criminal record check per the City of Regina's Criminal Record Check Policy.
- Proof of education is required.
- Additional assessments may be conducted to evaluate competencies, skills, and knowledge.

At City of Regina, we offer competitive compensation, health and wellness benefits, and growth through educational support and in-house courses. If you're passionate about public service and making a difference, apply now!

For detailed job descriptions, CBAs, and application tips, visit our [Applicant & Job Resources page](#).

Note: Only applications submitted via our online application system are accepted