

Looking for a career with purpose and passion?

Procurement Analyst

Ministry of SaskBuilds and Procurement
Regina, SK

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your
future

SaskBuilds, Single Procurement Service, is seeking one (1) innovative, client focused, and responsible individual, with a highly collaborative service-delivery style, to work as Procurement Analyst.

As a Procurement Analyst, you will be responsible for providing procurement expertise and guidance to ministry clients. These positions will:

- Liaise with other agencies, staff, ministries, and the public to obtain, exchange, coordinate or confirm information while maintaining confidentiality and staying within policies and procedures;
- Clearly and accurately explain issues, policies, procedures, referencing legislation and other information to clients and co-workers;
- Work independently and/or as a contributing member of a variety of teams to complete work assignments, achieve common goals and contribute towards a positive work environment;
- Independently assess, establish and adjust and accurately complete multiple tasks while taking into consideration task complexity, frequent interruptions, deadlines/quota, available resources and multiple reporting relationships;
- Accurately, concisely and in a timely manner compose, record, proofread and/or edit a variety of correspondence/documents using correct grammar, spelling and punctuation;
- Accurately reference, interpret and appropriately apply acts, regulations, policies and guidelines to daily operations
- Systematically search and assess statistical, financial and other data to develop informational materials and diverse reports and/or make decisions about the application of procurement;
- Identify, clarify and analyze relevant issues, concerns or problems in order to provide options/recommendations and/or to implement solutions in a timely fashion;
- Input, update, edit, retrieve, maintain, merge, format and transmit information/data using a variety of hardware, software and/or electronic systems with speed and accuracy; and
- Accurately perform mathematical applications to calculate and balance financial and/or statistical information.

The successful candidate will have:

- Basic knowledge of relevant legislation, regulations, acts, agreements, policies and/or procedures;
- Intermediate knowledge of Microsoft Word and Excel;
- Ability to build cooperative working relationships with co-workers and clients to ensure credibility and confidence in services provided; and
- Ability to actively listen, paraphrase and ask precise questions in order to clarify and understand information being received.

Typically, the knowledge for this position is gained through the successful completion of a Diploma in a related field (ex. Supply Chain Management Association) combined with related experience.

Closing Date: March 4, 2021

Competition Number: INF002702

The Government of Saskatchewan offers a wide range of careers with purpose and passion. Our people enjoy an enviable work/life balance in an environment that supports creativity, innovation and diversity while providing learning and career development opportunities. We're helping make Saskatchewan the best place to live, work and raise our families, by building the best public service in Canada. Join the team!

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