

Looking for a career with purpose and passion?

Goods Tendering Specialist

Non-Permanent – Weyburn, Yorkton, Swift Current, Saskatoon,
Regina, Prince Albert, North Battleford, Moose Jaw, SK.
Ministry of Highways

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your
future

The Ministry of Highways, Provincial Operational Services, is seeking an innovative, enthusiastic, responsible, and motivated individual to work as a Goods Tendering Specialist for a one year term.

This position provides procurement expertise in goods and services required throughout the Ministry of Highways. The successful candidate will be responsible for administering the competition process for the procurement of various goods and service commodities required for the Ministry of Highways by analyzing requirements, consulting with Industry, determining appropriate procurement methods, preparing competition documents, responding to any questions and evaluating responses to achieve the best overall value for government. All goods and services are purchased through Best Value Procurement processes.

To qualify for this position, you will have knowledge and/or experience in government procurement policies, procedures and practices such as the Purchasing Act and Regulations, trade agreements, contract law and the Government of Saskatchewan's Best Value Procurement Process. You will also have demonstrated ability to use various types of software packages such as word processing, spreadsheets, databases, and email. You will have experience creating, formatting and editing a variety of documents in a timely manner. You will also be energetic and client-focused with a highly collaborative service-delivery style. You will be able to function effectively as part of a team as well as perform well independently. You will have excellent problem solving skills with a demonstrated history of meeting deadlines while applying close attention to detail.

Typically, the knowledge for this position is gained through a combination of relevant work experience and the successful completion of a diploma or designation in Supply Chain Management or an undergraduate degree in commerce/business administration or possess an equivalent combination of education, training, and experience.

Closing Date: June 14, 2023

Competition Number: ADM022231

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 are helping make Saskatchewan the best place to live, work and raise our families, by building the best public service in Canada. Join the team!

For more information on this and other opportunities in the public service, visit
saskatchewan.ca/careers
Toll free 1-866-319-5999

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