

## Buyer II



The Canadian Light Source Inc. (CLSI) is a national research facility of the University of Saskatchewan. CLS produces very bright light to explore the nature and structure of molecules, and serves national and international users from academia, industry, and government institutions.

CLSI is now accepting applications for the position of Buyer II within our Finance Division. This role is key to supporting world-class scientific research by ensuring the efficient procurement of goods and services that keep our synchrotron operating at its best. As Buyer II, you'll handle vendor negotiations, manage customs processes, and prepare competitive bids - all while contributing to an environment that values collaboration and innovation. If you're detail-oriented, enjoy solving procurement challenges, and want to make a meaningful impact, we'd love to hear from you.

### Responsibilities:

- Purchases goods and/or services in accordance with established policies and procedures, ensuring appropriate requisitions, quotations, agreements, and purchase orders are in place.
- Assists CLS staff with sourcing goods and services by identifying and interacting with potential vendors and obtaining quotations, as needed.
- Processes change orders and resolves procurement-related issues.
- Facilitates P-Card (credit card) transactions and performs reconciliations.
- Sets up vendors in the financial accounting system.
- Supports ReQlogic users through training and troubleshooting.
- Assists in the preparation and issuing of competitive bid documents (e.g., RFP, RFQ, RFT) and procurement contracts.
- Assists with evaluations and conducts post-award monitoring and/or expediting of procurements, as needed.
- Responds to Customs/Importation inquiries and provides recommendations to resolve issues.
- Provides activity updates, written or verbal, as required.
- Maintains procurement files and documentation (electronic and/or paper), including supplier correspondence.
- Participates in the continuous improvement of procurement-related processes.
- Participates in cross-training of other in-scope Finance positions and provides back-up support as required.

### Qualifications & Experience:

- Grade 12 diploma and relevant post-secondary diploma/certificate or an equivalent combination of education and experience.
- Minimum of 6 years of relevant work experience.
- Outstanding communication and interpersonal skills, with the ability to work well in a team environment.
- Strong organizational abilities and the ability to manage multiple tasks efficiently.

**Remuneration:** This position falls within the scope of the Unifor Local 609 Collective Agreement, classified as an Admin-E on the Administrative Salary Grid, with a salary of \$78,277.00 per annum. A comprehensive benefits package, including supplemental health & dental, health spending account, life insurance, pension plan, scheduled days off, and three weeks' vacation is part of a competitive compensation package.

**To Apply:** Submit a cover letter and resume along with references, in confidence, online at [www.lightsource.ca/careers](http://www.lightsource.ca/careers). Applications will be accepted until January 4, 2026. While all applicants are thanked for their interest, only short-listed candidates will be contacted.

*Canadian Light Source Inc. (CLSI) is an equal opportunities employer and encourages members of designated groups (women, Indigenous people, people with disabilities and visible minorities) to self-identify on their applications. One of our values is Equity, Diversity, and Inclusion and we strive to create a workforce that reflects our users and the community in which we live. We welcome all qualified candidates to apply, and we hope you will choose CLSI as your employer of choice. If you have any questions or concerns about accessible employment at CLSI, or to begin a confidential conversation about your individual accessibility or accommodation needs through our recruitment process, please contact us at [jobs@lightsource.ca](mailto:jobs@lightsource.ca).*