



Saskatchewan Health Authority

Contract Sourcing Specialists
Three (3) Full-Time, Temporary
One (1) Full-Time, Permanent
Location: Saskatoon, SK

We are seeking organized and detail-oriented individuals to join the Saskatchewan Health Authority's (SHA) Procurement Team. The Contract Sourcing Specialist role will be responsible for sourcing goods and services, leading competitive processes (RFP, ACAN etc), negotiating contracts etc.

Duties include;

- Preparing competitive bid documents ie RFP, ACAN, RFQ
- Sourcing and gathering quotes
- Maintaining spreadsheets and detailed documents
- Educating and enforcing SHA Procurement Policies
- Negotiating contracts
- Maintaining information loaded in the Administrative Information Management System (AIMS)

Qualifications:

- Supply Chain Management Professional certificate (SCMP), Business Administration Diploma, Bachelor of Business Administration (BBA) or equivalent
- 3-5 years' experience in a complex, multi-stakeholder Environment

Location:

- Provincial, Driver's License is required

Further details and application process can be found at www.healthcareersinsask.ca. Posting numbers 52603, 52602, 52589 and 52587. Any questions email Janine.skolney@saskhealthauthority.ca

Closing date for applications is Friday May 2nd at 12:00 AM.

Healthy People, Healthy Saskatchewan

The Saskatchewan Health Authority works in the spirit of truth and reconciliation, acknowledging Saskatchewan as the traditional territory of First Nations and Métis People.

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