

Position title to be advertised	Senior Purchasing Specialist
Location	Any Location
Status	full-time, ongoing
Brief description of position and responsibilities	<p>Under the direction of the Purchasing Coordinator, the incumbent:</p> <ul style="list-style-type: none"> • Purchases equipment, materials, supplies and services as required by Saskatchewan Polytechnic internal stakeholders. • Instructs new Saskatchewan Polytechnic employees on the usage of FAST web requisitioning (WR) tool and the PCard and travel card processes. • Signs and processes purchase order requests. • Ensures all necessary documentation (including direct award (single/sole source) forms) are completed accurately and are attached to the WR. • Provides compliance reporting (as requested by the office of the provincial auditor) on a quarterly basis to the material management coordinators and manager of procurement. • Provide clarification on Saskatchewan Polytechnic procurement policies and procedures. • Oversees the responsibility of the mailroom and the junior purchasing assistant. • Supports all major functions of the procurement area. • Co-ordinates and audits the procurement card monthly reconciliations for Saskatchewan Polytechnic. • Responds to inquiries from external stakeholders (government authorities, students, general public, vendors (potential and current)). • Provides customer service in a time sensitive, detail driven environment. • Provides clerical support to areas under Financial Services specifically purchasing and mailroom. • This position works indirectly with divisional purchasing budgets, to ensure cost effectiveness to Saskatchewan Polytechnic and the division.
Qualifications for the position	<ol style="list-style-type: none"> 1. Completion of Grade 12 or equivalent, plus a SCMP certificate or successful completion of courses eligible towards the SCMP designation and/or an equivalent combination of education, training, and experience. 2. Three (3) years recent/relevant experience in a purchasing environment. 3. Training and/or experience at the Intermediate level in the use of common software packages i.e. MS Office Suite. 4. Basic knowledge of generally accepted accounting principle (GAAP). 5. Effective verbal and written communication skills. 6. Effective problem solving and organizational skills. 7. Effective interpersonal skills. 8. Ability to work independently under generalized supervision. 9. Ability to maintain confidentiality. 10. Demonstrates valuing diversity.
Deadline to apply	Open until filled
Link to posting on external site	https://careers.saskpolytech.ca/postings/48916