

Employment Opportunity

Orano Canada

Procurement Administrator, Supply Chain 18 Month Term - Saskatoon

Orano Canada is a leading producer of uranium in Canada, working to power the future with clean energy!

The Procurement Administrator will support efficient operations through planning, problem-solving and continuous improvement. If you are a collaborative and detail-oriented individual who enjoys building relationships, finding solutions, and contributing to a team, we encourage you to apply!

Responsibilities include:

- Monitor and purchase materials and services and expedite purchase orders within the assigned contract terms and conditions
- Maintain accurate vendor pricing and delivery times in SAP agreements and info records
- Work closely with site inventory analyst to optimize inventory levels and efficiencies
- Work with site materials team to ensure inventory levels meet company targets and purchase required site inventory items through analysis of the SAP MRP and direct spend
- Manage the ordering of mill reagents and operational materials to ensure continuous supply at McClean Lake Operation
- Maintain and update Planned Delivery Dates (PDD) and Planned Delivery Times (PDT) for supply inventory through supplier expediting and delivery follow-up. Conduct Third Party Checks for new and renewed vendors
- Process SAP purchase orders for Saskatoon Office and McClean Lake Operation
- Work with vendors to remedy purchase order and invoice discrepancies
- Assist and support the preparation and tracking of key performance indicator (KPI) reports
- Responsible for the disposition of nonconforming inventory materials and equipment
- Work closely with accounts payable to resolve invoicing discrepancies
- Responsible for vendor sustainability reporting and vendor prequalification process
- Other Supply Chain duties as required
- Embrace and support Operational Excellence efforts and OE Culture
- Comply with all Orano health, safety and environmental policies, practices and procedures
- Promote and adhere to Orano's Values: Safety and Security, Team Spirit and Cohesion, Continuous Improvement, Customer Satisfaction, Ethics, Transparency and Dialogue, Respect and People Development

Skills and Qualifications we're seeking:

- SCMP certificate, Purchasing Certificate with PMAC, or bachelor's degree in business, commerce, accounting, or other relevant area of study
- 1-5 years of relevant administrative experience. Experience with assisting supply chain or accounting is an asset
- Experience with expediting material orders and sourcing alternate products
- Computer experience in Microsoft Outlook, Excel, Word and SAP



- Able to foster positive, collaborative relationships with teams, vendors, and contractors to support optimal service cost efficiency, and timely delivery
- Effective interpersonal and communication skills, both written and verbal
- Excellent planning and organization skills to coordinate efforts and meet deadlines
- Excellent time management skills, analytical skills and able to prioritize work
- Able to manage competing priorities in a fast-paced environment
- Cooperative and collaborative, able to work as part of a team and demonstrate flexibility
- Honest, ethical, and respectful

Work Location & Schedule:

- Saskatoon Corporate Office
- Monday to Friday, 8:00-4:30; 40 hours/week
- Occasional trips to McClean Lake Operation
- Respond to evening and weekend on-call emergency requests from site based on a rotating on-call schedule

Salary Range:

\$78,820 - \$89,200

Compensation to be determined based on the selected candidate's level of skill, education, and experience, and may vary within, the posted salary range.

Benefits and advantages of working with us:

- Competitive salary and benefits package
- Training and development opportunities
- Fitness equipment available for use on work/camp premises
- Career advancement opportunities, social committee, interesting projects and opportunities to get involved in our strong commitments to communities

As a condition of employment the successful candidate must complete Orano's pre-employment checks including education verification and employment reference checks.

Drug (including marijuana) and alcohol substance testing is a requirement for all Safety Sensitive positions. Applicants who have recently used marijuana recreationally may not pass a substance test as marijuana can remain in the user's system for as many as 30 days after use.

Orano is an equal opportunity employer. We value the knowledge, experience and cultures of all individuals and are committed to the advancement of Indigenous Peoples, Women, Visible Minorities and People with Disabilities. We strongly encourage all qualified candidates from these designated groups, including those with disabilities, to apply for our career opportunities. We are dedicated to creating an accessible workplace for everyone.

Apply online at www.orano.group/jobs/en by August 5th, 2026.

Job #: 026-152-S

HR Authorization: Sharisse Carr

