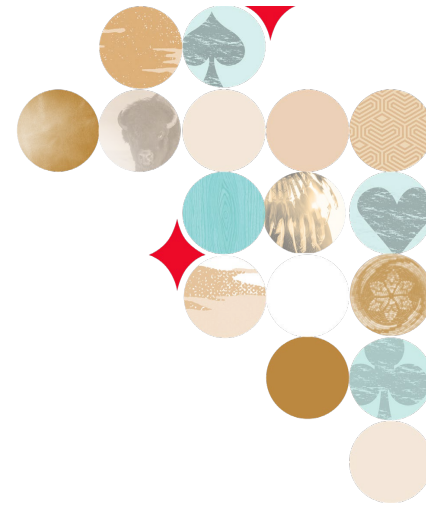




Saskatchewan Indian Gaming Authority

103 Aspen Place
Saskatoon, SK Canada S7N 1K4
T: 306.477.7777
F: 306.477.7582
SIGA.ca



Procurement Clerk

Competition #: 250574

Salary Range: \$49,600.00 to \$64,500.00

Job Type: Full-time

Education:

- Completion of a high school diploma or successful completion of a Business Administrative program or a combination of relevant education, training and/or experience.
- Completion or enrollment in a Supply Chain Management Professional (SCMP) accreditation program would be considered an asset.

Experience:

- Experience in purchasing goods and services.
- Experience in providing excellent customer service to various internal departments and external suppliers.
- Experience working with ERP systems will be an asset.

Main Duties: This position supports purchasing process and policy compliance, by handling a variety of administrative tasks with focus on requisitions, purchase orders, and RFQs.

Responsibilities include: Utilizing SIGA's procurement system to review, validate and process requisitions, purchase orders, and RFQs. Reviewing procurement requests and forms to flag and bring forward any compliance or efficiency issues. Handling a wide variety of support, recordkeeping and system housekeeping duties. Participating in other projects and activities as required, in support of efficient and accurate procurement processes.

To apply, please visit: [Procurement Clerk-CO - 1 FT 250574](#)

Close date: December 29, 2025

