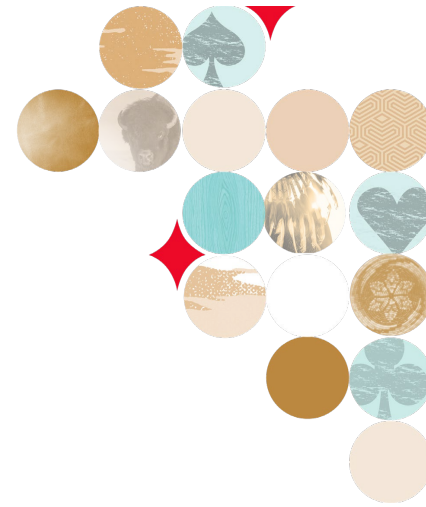




Saskatchewan Indian Gaming Authority

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



Procurement Clerk - 1 Full-time Term

Competition #: 212.5

Job Classification: Salaried

Salary Range: \$46,500.00 - \$58,100.00

Job Type: 16-Month Term

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

Reporting to the Director of Procurement, 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 (JD Edwards) 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.

Conditions of Employment

- Successful candidates are subject to a background check as well are required to obtain and maintain a gaming employee Certificate of Registration from the Saskatchewan Liquor and Gaming Authority (SLGA)/Indigenous Gaming Regulators (IGR).
- The minimum age to work in a casino or any area where gaming can be seen is 19 years of age.
- Must possess valid Saskatchewan Driver's License and acceptable driving record.



- Some SIGA locations operate in a high sensory environment. You may be required to work in an environment where you will be exposed to tobacco smoke, high noise levels, flashing and blinking lights, and a congested workplace. SIGA adheres to all occupational health and safety regulations and makes every effort to limit the adverse effects of these elements.
- As our organization values employee and patron safety, SIGA has instituted a Drug & Alcohol policy for its employees.
- Compliance with all regulatory requirements as may be applicable to your position including but not limited to both SLGA requirements and the Anti-Money Laundering requirements set out in the Proceeds of Crime (Money Laundering) and Terrorist Financing Act and regulations and policies made thereunder by Canada and FINTRAC

Core Organizational Competencies:

- Adapting to Change
- Communication
- Customer Service
- Decision Making
- Results Oriented
- Working with Others

To apply, please visit: <https://siga.mua.hrdepartment.com/hr/ats/JobSearch/viewAll/>

Close date: November 28, 2023