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Procurement Specialist

Overview

The Saskatchewan Research Council's (SRC) Finance Division has a career opportunity for a Procurement Specialist to support the formal and informal procurement of goods and services for SRC.

Accountabilities

- Participate in sourcing activities, supplier selection, pricing/terms negotiations, contract administration, logistics and inventory management
- Build and maintain supplier relationships to support the procurement process and meet internal client requirements
- Contribute to improving existing purchasing processes and procedures
- Ensure purchasing practices and procedures are effectively followed and compliant with legislation
- Build collaborative partnerships with internal clients across SRC

Qualifications

- Degree in business administration, supply chain management, finance or other related discipline
- Minimum 2 years' experience with purchasing activities including developing contract agreements/terms, conditions, and negotiations
- Demonstrated knowledge of procurement principles and best practices
- Knowledgeable in the regulations and laws governing purchasing supply chain activities
- Experience with import and export controls, licensing requirements and customs regulations is an asset
- Supply Chain Management Professional designation is an asset

Skills

- Team player with effective communication, interpersonal, and multitasking skills
- Strong organizational, analytical and problem-solving skills
- Ability to perform in a complex organization with ever-changing demands and priorities
- A commitment to professional ethics, integrity and confidentiality

The chosen candidate will be required to provide an original Criminal Record Check that is satisfactory to SRC prior to the commencement of any employment duties. The Criminal Record Check must have been executed within the preceding 30 days of receipt.

This position is located in Saskatoon, Saskatchewan.

Deadline to apply is October 2, 2024.

To Apply: Please apply with your resume and cover letter via the careers section of our website www.src.sk.ca/careers.