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Senior Procurement Advisor

Why SRC?

With more than 400 employees, \$83 million in annual revenue and nearly 80 years of RD&D experience, the Saskatchewan Research Council (SRC) is Canada's second largest research and technology organization with 1,400 clients in 16 countries around the world. We help clients from across the world solve technology problems, make improvements, seize opportunities, maintain competitiveness, increase productivity, and develop new markets.

Our employees make a difference. We hire people who are passionate about their work because we are passionate about making a positive impact in our province and beyond. We recognize the important value of work-life balance and our employees enjoy generous time off. SRC also offers many other benefits such as flexible retirement and savings options, insured benefits, professional development opportunities, a robust safety program, and an outstanding team environment.

Overview

This role provides senior professional procurement advice and independently manages a broad range of project-based and operational procurement activities across SRC. The successful candidate will partner with internal clients, project teams and external suppliers to deliver procurement solutions.

Accountabilities

- Lead end-to-end procurement activities including planning, requirement gathering, sourcing strategy development, RFx execution, supplier evaluation, contract award support and supplier performance management
- Partner with various stakeholders to define procurement requirements, specifications and sourcing approaches that support project and operational objectives
- Develop and administer RFIs, RFPs and RFQs including complex or non-standard procurements that require interpretation of requirements, policies, trade agreements and supplier market considerations
- Provide guidance on procurement policies, legislation, trade agreements, contract terms, compliance requirements and procurement-related risks
- Support supplier evaluations, negotiations, contract awards and supplier relationship management to achieve effective procurement outcomes
- Contribute to the development, implementation and continuous improvement of procurement processes

Qualifications

- Degree in business administration, supply chain management finance or another related discipline
- Minimum 7-10 years of relevant experience in procurement or supply chain. A combination of education and experience may also be considered
- Supply Chain Management Professional (SCMP) designation is considered an asset
- Broad working knowledge of procurement practices, sourcing approaches, contract administration, supplier relationship management, procurement legislation, trade agreements and supply chain regulations
- Experience supporting procurement activities within professional services, technology, engineering, construction or similar industries is considered an asset
- Experience with import and export controls, licensing requirements and customs regulations is considered an asset

Skills

- Strong interpersonal and communication skills with the ability to explain procurement requirements, policies and practices to internal and external stakeholders
- Strong analytical, organizational and problem-solving skills
- Ability to work independently, manage multiple procurement priorities and adapt sourcing approaches to changing business needs, project timelines and compliance requirements
- Sound professional judgement, integrity and discretion when handling sensitive, confidential and commercially relevant information
- Ability to adapt sourcing approaches to changing business needs, project timelines and compliance requirements
- Proficiency with Microsoft Office; experience with D365 or a similar ERP system is an asset

The chosen candidate will also 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 12, 2026.

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

To Apply: Please apply with your resume and cover letter via the Careers Centre in ADP. Instructions to apply can be found [here](#).

Please indicate on your application where you heard about the position as SRC works with several partners to support an inclusive workplace that embraces diverse backgrounds. Our goal is to engage and empower all people so they can successfully achieve their professional goals.

As SRC strives to build a representative workforce, applications are encouraged from persons of Indigenous ancestry.

Reminders:

- Consistent use of the oxford comma, since it is in the “Why SRC” section it must be used throughout the posting when listing 3+ items.
- Postings are copy pasted into ADP, then formatted to Ariel, 16 point. Indented billets.