



Saskatchewan Indian Gaming Authority

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



Senior Procurement Specialist

Competition #: 250994

Main Duties: Reporting to the Manager of Acquisitions, this position supports organizational excellence, and efficient use of resources, by managing and supporting the procurement of specialized/complex commodities of goods and services for Central Office, Casino Sites and Casino Development Projects.

The Senior Procurement Specialist will work with key stakeholders in order to understand their requirements, compile specifications, define scopes of work, facilitate vendor selection and negotiate agreements. This position will review and analyze requests for goods and services including detailed specifications and confer with the originator and Manager of Acquisitions to eliminate ambiguities and to maximize efficiency in terms of price, delivery and technical suitability of services and equipment.

Responsibilities include: Managing and preparing RFXs (RFP, ITT, RFQ, RFI, RFPQ) for goods and services, from draft to finalized document, in compliance with SIGA policies and purchasing law requirements. Serving as Acting Manager of Acquisitions as required. Conducting research on products or services required by requestor in specifically assigned commodities, ensuring value for money spent. Supporting procurement initiatives that increase the percentage of First Nations and local suppliers. Participating in other projects and activities assigned by the Director of Procurement and Manager of Acquisitions.

Education:

- Successful completion of the Supply Chain Management Professional (S.C.M.P.) Designation
- Business Administration Diploma or a combination of relevant education, training and/or experience.

Experience:

- Five years' direct public or private purchasing experience of gaming commodities, construction projects, IT hardware & software, mechanical, electric, plumbing, HVAC, Related trades, as well as a very diverse range of commodities and professional services.
- Two years' experience working with procurement contracts.
- Knowledge of markets, suppliers, provincial regulations, logistics, transportation.
- Knowledge of Canadian Procurement Law, Interprovincial trade agreements, Importing and Broker processes, and ERP procurement applications.

Click here to apply: [Senior Procurement Specialist - 2 FT - SIGA Careers](#)

Application deadline: October 18, 2026, 11:55pm CST

