

**Senior Procurement Specialist
Permanent Appointment
Regina Head Office**

Job Summary:

The Senior Procurement Specialist is a key member of the procurement team, responsible for leading and managing complex procurement initiatives in alignment with trade agreements, and WCB policies and procedures.

Working within a highly regulated environment, the individual provides strategic procurement expertise, develops sourcing strategies, and manages high-value and high-risk procurements from planning through contract award. The Senior Procurement Specialist collaborates with business areas and stakeholders to ensure procurement activities are transparent, competitive, and deliver best value to the WCB.

This individual requires a deep understanding of public procurement framework, risk management, and contract law, as well as strong analytical, negotiation, and stakeholder engagement skills.

This position reports to the Manager Strategic Procurement.

Duties & Responsibilities:

1. Implement, manage, and execute complex pre-contract procurement activities to support business areas across the organization in acquiring goods and services that align with operational and strategic goals.
2. Prepare and manage the development of detailed solicitation documents that clearly define requirements and evaluation framework.
3. Utilize a range of procurement methodologies to attract competitive bids from local, national, and international suppliers, fostering innovation and integrated solutions.
4. Maintain strict adherence to provincial procurement legislation, corporate policies, and intergovernmental trade agreements.
5. Develop evaluation material and facilitate the procurement evaluation processes.
6. Lead and support the drafting of scope and deliverables for contracts and statement of work ensuring they are written in accordance with corporate policies and related procurement.
7. Advise internal customers at all levels on procurement best practices, risk mitigation strategies, and compliance requirements using clear, collaborative, and supportive communication.
8. Educate and support business areas in understanding procurement processes, roles, and responsibilities to ensure successful and compliant procurement outcomes.
9. Independently oversee a diverse portfolio of high-value and high-risk procurement projects, proactively addressing challenges and developing innovative solutions to meet internal customer needs.
10. Analyze and forecast costs for goods and services by evaluating market trends, historical data, and supplier pricing to support informed decision-making and budget planning.

11. Apply key performance indicators (KPIs) and procurement analytics to identify efficiencies, improve supplier performance, and ensure cost-effective acquisition of high-quality goods and services.
12. Assist with development and implementation of standards, templates, and systems to optimize procurement department's effectiveness and services delivery for all areas of accountability.
13. Support the implementation of departmental initiatives to enhance procurement efficiency, reduce costs and improve service delivery.
14. Develop and update Process Standard Work (PSW) and training manuals as well as other documentation as required.
15. Participate in all aspects of Continuous Process Improvement (CPI) and the Daily Management System (DMS).
16. Pursue professional and personal development through continuing education and training, literature reviews, workshops, seminars.
17. Participate in user acceptance testing (UAT) for procurement-related software and tools.

Qualifications:

A bachelor's degree in business administration or related field and a Supply Chain Management Professional (SCMP) designation from the Supply Chain Management Association of Canada or Certified Professional Public Buyer (CPPB) designation.

Three (3) years of public procurement experience, that includes experience in a senior position or leading complex procurement projects **including:**

- Knowledge of procurement best practices, risk management, and contract management, preferably in the public sector.
- In-depth knowledge of procurement/contract law.
- In-depth knowledge and experience of competitive bid processes including experience drafting complex solicitation documents.
- Demonstrated ability to analyze business, financial, technical, and legal issues and develop solutions within public policy and trade agreement frameworks.
- Strong organizational skills to perform and prioritize multiple tasks with attention to detail.
- Ability to analyze options and risks and effectively communicate orally and in writing.
- Excellent facilitation and stakeholder engagement skills.
- Ability to work independently and as part of a team, managing multiple priorities in a fast-paced environment in a courteous, professional manner.
- Adaptability for an environment with evolving policy and procedures.
- Initiative to lead and find solutions.
- Proficient in Microsoft Office applications, including Word, Excel, Outlook, and other Microsoft 365 tools.

Application Deadline: August 9, 2026

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