

Employment Opportunities



Position: Procurement Specialist
Service Area: Siksika Nation Engineering Services (SNES)
Location: Siksika Nation
Salary: Based on Education and Experience
Date Posted: October 30, 2023
Closing Date: November 13, 2023
Competition Number: SNESPS-01-10-30-23

POSITION SUMMARY:

We are seeking an experienced Procurement Specialist who will be responsible for effectively managing our purchasing activities. The ideal candidate will ensure that all items procured are both cost-efficient and of high quality. The Procurement Specialist will play a vital role in maintaining positive relationships with our suppliers, evaluating various supply options, approving purchases, and ensuring accurate record-keeping. This position will contribute to the effective management of our organization's procurement needs.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Ensuring that all purchased products and materials meet our specifications.
- Negotiating with vendors as needed.
- Preparing plans for the purchase of equipment, services, and supplies.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities

- Legally authorized to work in Canada.
- 5+ years of proven experience as a procurement specialist/officer, purchasing agent, or in a similar procurement role.
- Bachelor's degree in supply chain management, business administration, or a related field is preferred.
- Relevant supply chain certifications (e.g., CSCP, CPSM, SCMP) are a plus.
- Strong knowledge of procurement principles, sourcing strategies, and supply chain management practices. Impeccable time-management, and ability to adapt to change.

Education and Experience

- Bachelor's degree in supply chain management, business administration, or a related field is preferred.
- 5+ years of Proven experience as a procurement officer, purchasing agent, or in a similar procurement role.
- Relevant supply chain certifications (e.g., CSCP, CPSM, SCMP) are an asset.

Other:

- Current criminal records check and must have valid class 5 driver's license.
- Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language is an asset.

EMAIL recruitment@siksikanation.com To Apply, Receive a full Job Description or Employment Application form.
CALL 403-734-5567 or 403-734-5579 to learn more.
WEBSITE www.siksikanation.com

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.