

Procurement Assistant

Permanent, Full-Time (35 hours/week)

\$69,360.20 - \$86,704.80 / annum

Come work with us!

At the City of Leduc, our mission is: People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive and growing organization and enjoy a fast-paced environment, then this may be the opportunity for you.

What is the Opportunity?

We are currently recruiting a permanent full-time **Procurement Assistant**.

Reporting to the Procurement Specialist, the Procurement Assistant provides support services to clients and performs duties that support the procurement area. They work well as part of a team environment and have the ability to adapt to changing circumstances and environments. Dealing with sensitive and confidential information, they use judgment and diplomacy when interacting with internal and external clients. The Procurement Assistant requires knowledge and understanding of public procurement, the competitive bid process, legislative trade agreements, and procurement policy and process.

What will you do?

- Provide procurement information, training and support to employees across the organization
- Purchase a variety of goods, equipment, and services, based on organizational and department needs
- Assist with the sale, transfer, and/or disposal process of City surplus/obsolete goods
- Responsible for maintaining applicable inventory of supplies
- Support solicitation / sourcing events
- Conduct procurement processes in an open and transparent, fair and ethical manner
- Apply relevant procurement legislation, trade agreements, and City policies and processes to procurement processes
- Develop positive client, supplier, and internal procurement relationships
- Contribute to and support the development and implementation of procurement initiatives, procedures and processes
- Provide information and training on procurement related programs and systems
- Update and/or create procurement related information and documents
- Identify and evaluate supply chain challenges and opportunities
- Provide input and support on the optimization of current systems and processes
- Participate in other work-related projects
- Provide support to the Corporate Services areas

What do you need to succeed?

You are an ideal candidate if you have the following:

- A combination of education and experience:
 - Diploma or Degree in supply chain management, finance, business, legal studies with at least 2 years diversified professional procurement and office experience in a comparable organization
 - Procurement related certification or working towards
- Knowledge of trade agreements, legislation, and public procurement policies, practices and processes

- Ability to work effectively and professionally with all levels within the organization and externally
- Strong customer service orientation and the ability to work both independently and as a team
- Excellent interpersonal and collaborative skills
- Building and maintaining relationships internally and externally (e.g. employees, suppliers, etc.)
- Attention to detail
- Ability to work independently and take initiative in anticipating and resolving problems
- Strong time management and organizational skills with the ability to prioritize and manage competing tasks independently with a high level of initiative
- Knowledge and experience with procurement and financial software
- Experience in public sector procurement, contracts, competitive bidding, supplier management and trade agreements
- Physically able to perform the duties of the position

Preferred

- Supply Management Training diploma, degree, or certificate (or working towards)
- One - two years procurement experience working in the public sector or comparable environment
- Knowledge and understanding of public procurement, trade agreements, procurement law and legislation

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- Competitive salary
- LAPP pension
- Comprehensive health, dental and wellness benefits, including a generous healthcare spending account
- Professional development opportunities
- Starting at 3 weeks' Vacation per year
- Flexible work arrangements, including a hybrid work environment and participation in an Earned Day Off program
- Safe office location in a park-like setting
- Free parking
- Annual City of Leduc recreation pass, including access to free drop-in programs

The successful candidate must be willing to provide a current Criminal Records Check at own expense.

If this sounds like you, please apply through our website at www.leduc.ca/careers

Competition closes at 11:59 pm (MT) on March 24, 2025

This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest; however, only those selected for interviews will be contacted.