



Procurement and Contracts Specialist The City of Red Deer

Red Deer is Alberta's third largest city, a growing city built on entrepreneurialism, innovation and community spirit that drives who we are and what we do. We, as a city, are served by an innovative government, inspired by the people and businesses that live here, and filled with vibrant places and spaces for people to connect and community to thrive. Located halfway between Calgary and Edmonton, Red Deer an active city rooted in an expansive park and is young and vibrant with a median age of under 35 years. With a diverse and resilient educated workforce, strong average family income, and ideal geographic location, Red Deer is a highly desirable place to live and do business and continues to grow.

The City of Red Deer is currently recruiting for a **Procurement & Contract Specialist** to fill a permanent full-time position. This senior-level role is responsible for managing procurement and the legal aspects of competitive bidding and contract processes across the organization. The position ensures compliance with legislation, trade agreements, and City policies while maintaining fairness, transparency, and public confidence.

The role includes administering tendering processes, coordinating bid packages, evaluating proposals, managing contract administration, maintaining procurement records, and providing guidance and support to internal stakeholders. A high degree of professional judgment and independence is required, along with strong relationship-building skills.

As our preferred candidate you will have:

- College Diploma or Bachelor's Degree (law, economics, accounting or related field); SCMP, CPPB or equivalent is an asset
- Two years' experience in procurement/tendering/contracting
- Knowledge of procurement methodologies, competitive bidding law, trade agreements, and contract law
- Proficiency in Microsoft Office (Word and Excel)
- JD Edwards experience is an asset
- Ability to negotiate and draft contracts
- Strong communication and stakeholder management skills
- High standard of ethics, integrity, and discretion
- Ability to manage priorities in a fast-paced, high-volume environment
- Strong attention to detail and sound judgment

In addition to the very competitive wage of \$50.93 to \$53.62 per hour and an excellent benefit package, we offer a great work environment with a dynamic and dedicated team of likeminded professionals.

If you like what you have read and think this is the job for you; come build your career with The City of Red Deer. We are committed to a healthy, vibrant, and sustainable community. Our employees are the cornerstone of our organization and working with us will provide you with the opportunity to work in an ever growing environment and to work with an awesome group of people.



We welcome applications until June 24, 2026.
For more information, and to apply, please visit us at
www.reddeer.ca