



THE CITY OF YELLOWKNIFE

Manager, Procurement and Supply Services

The City of Yellowknife is an inclusive employer offering a dynamic and rewarding work environment that delivers valuable services to our residents. At the City, the diverse backgrounds of our employees help us to create a positive, safe and fun environment for us all. The City is committed to hiring a diverse and skilled workforce that is representative of the community, strengthening our ability to provide high-quality services and excellent customer service to residents.

We are currently seeking an innovative individual to assume the demanding and rewarding position of Manager, Procurement and Supply Services within the Governance and Corporate Services Department. Under the general direction of the Director of Corporate Services, the incumbent will lead the procurement processes, insurance function, inventory management and distribution services that support the City's strategic objectives.

The work requires comprehensive knowledge of and experience in procurement and logistics. This knowledge is normally acquired through a post-secondary bachelor's degree in supply chain, procurement, finance, commerce, or a related field, plus a minimum of 6 years' experience in procurement and/or logistics. The incumbent must demonstrate a minimum of 4 years' progressive experience supervising and/or managing staff; and must also have their Supply Chain Management Professional Designation (SCMP).

Additionally, the incumbent is expected to have great organizational, communication, team building, coaching, interpersonal and public relations skills. Computer proficiency, including Microsoft Office suite and a valid Class 5 Driver's License is preferred.

The salary for this position is currently under review. The City offers a comprehensive benefits package including a defined benefit pension plan, and monthly housing and vacation travel allowances totaling \$450.

Qualified applicants are required to apply no later than October 23, 2026.

Please visit the City of Yellowknife Website at: www.yellowknife.ca to submit your resume.

Please be advised that the City of Yellowknife requires all prospective employees to provide a criminal records check prior to employment.

We thank all applicants who apply, but advise that only those to be interviewed will be contacted.