

# Cultivate Your Career



## **PURCHASING COORDINATOR** **PERMANENT FULL TIME**

<b>Organization</b>	<b>City of St. Albert</b>
<b>Website</b>	<b><a href="http://www.stalbert.ca">www.stalbert.ca</a></b>
<b>Department</b>	<b>Legal Services</b>
<b>Location</b>	<b>5 St. Anne Street, St. Albert</b>
<b>Salary</b>	<b>\$67,379 - \$81,977 per annum</b>
<b>Closing Date</b>	<b>April 30, 2018</b>
<b>Competition #</b>	<b>18/78</b>

### **OPPORTUNITY**

The City of St. Albert, home to more than 64,000 residents, is a beautiful growing community adjacent to northwest Edmonton. Known as the Botanical Arts City, St. Albert offers more than 80 kilometers of trails, 400 hectares of green space, state of the art recreation facilities, the renowned Arden Theatre, and hosts numerous special events and festivals, including the International Children's Festival and St. Albert Farmers' Market. In recent years, St. Albert has ranked at the top of a number of national surveys recognizing us as a great place to raise a family, with an excellent quality of life and a strong sense of community. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making St. Albert one of the best places to live in Canada.

Our Legal Services department is recruiting for a Purchasing Coordinator to join their team. As the Purchasing Coordinator you will assist various City departments with the procurement of a broad range of goods and services by assisting with the development of the requirements, determining and directing competitive tender processes, vendor management, recommendation/award of contracts and some administrative duties. As the purchasing function is completely decentralized this position is also a key link between the vendor community and the City's user departments.

This is an intermediate technical function in a three-person department, so the Coordinator is required to have sufficient skills and knowledge to capably provide coverage or support in the absence of other team members (Manager, Purchasing & Procurement Specialist).

The individual we are looking for is diplomatic, has strong interpersonal skills and enjoys working in a collaborative team environment. This position will draw on a candidate's ability to multi-task, negotiate, and deliver great service to their customers. An analytical person with great verbal communication, strong writing skills and initiative will be a great fit for this role.

### **QUALIFICATIONS**

- University or College level education in Business Administration, Commerce, or a related field of study.
- Training in Purchasing disciplines.
- A Supply Management Training Diploma or Certified Public Procurement Buyer (CPPB) designation is preferred.
- Three (3) years mid level purchasing experience (e.g. drafting, issuance, evaluation and award of tenders for a wide variety of goods, services, and construction)
- Municipal or Public Sector experience is preferred.
- Must be proficient using Microsoft Office and have previous experience with an automated purchasing system (Agresso preferred).
- Candidates will be required to participate in written testing as part of the selection process.

### **HOURS OF WORK**

We offer a compressed work schedule of 72 hours bi-weekly (Monday - Friday, 8:00 - 5:00 with a regular day off every two weeks).

### **COMPENSATION**

\$67,379 - \$81,977 per annum. In addition, the City of St. Albert offers a generous and comprehensive flexible benefit package.

**The successful applicant will be required to obtain a satisfactory police information check.**

**Qualified applicants are invited to submit their cover letter and resume via the City of St. Albert employment website [www.stalbert.ca/employment](http://www.stalbert.ca/employment)**

### **CLOSING DATE**

**April 30, 2018**

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.