

Career Opportunity

ABOUT AGLC

AGLC is a dynamic organization leading Alberta's gaming and liquor industries. Our team of high performers is driven to provide our customers with outstanding service and Albertans with choices they can trust.

ABOUT THE POSITION

Senior Procurement Specialist

Competition #: 18-282

Salary: \$72,445.77 - \$94,962.24 per annum

Closing Date: Wednesday, March 20, 2019

Position Location: St. Albert

JOB SUMMARY

Do you have experience in Government Procurement and working knowledge of various trade legislations and Canadian Contract Law? If you do, we have a great opportunity for you! AGLC is actively recruiting for a Senior Procurement Specialist at our head office in St. Albert.

The Senior Procurement Specialist is responsible for leading teams of clients to procure medium to high dollar services (general, information technology, and construction related) where the value, risk and complexity often require multiple bids.

The Contracted Services unit provides progressive and proactive procurement services to help business areas achieve their objectives, while striking the appropriate balance between serving customers' business needs and compliance with applicable policies, legislation and contract law. The Senior Procurement Specialist delivers procurement services that add value to the AGLC and that enable the achievement of business objectives while demonstrating excellence, fairness, integrity, openness and transparency in all aspects of their work.

The Senior Procurement Specialist's responsibilities include procurement delivery, stakeholder relationships, and contract and vendor performance management. The Senior Procurement Specialist also supports the Manager in policy and process development and in planning and coordination.

The successful candidate will require the ability to analyze ambiguous information and apply creative, critical thinking skills and professional judgment to resolve problems. The ability to work independently, effectively prioritize and plan multiple projects, and to lead teams of clients is key in this role.

SKILLS/QUALIFICATIONS

- University Degree in a business related discipline from a recognized University or College is required.
- Minimum of four (4) years progressively responsible experience in government procurement of a diverse variety of services, in an organization of similar size, complexity and diversity, including RFX development, competitive bidding, negotiating and contract drafting is required. Experience in information technology related services is highly desired.
- Professional Designation or Certification through the SCMA and/or the NIGP, or demonstrated commitment to obtaining certification, is strongly preferred.

Career Opportunity

To be eligible to work for AGLC, you must be a Canadian citizen, permanent resident or eligible to work in Canada. We offer a comprehensive range of benefits. As a condition of employment you will be required to obtain a satisfactory security clearance and clean drivers abstract (if necessary) prior to employment. While we appreciate all applications we receive, we advise that only candidates under consideration will be contacted. AGLC is committed to creating a diverse environment and is proud to be an equal opportunity employer.

To learn more about AGLC and to view the complete job posting, please visit our website aglc.ca

ABOUT THE DIVISION and BRANCH

Corporate Services Division

This Division provides corporate business support services for AGLC. It consists of the Office of the CFO, Corporate Operations, Finance, Procurement, and Properties.

Procurement

Manages all of AGLC's procurement requirements, including purchasing and contracting. In addition, the Branch assists business areas with developing sourcing strategies, statements of requirements and evaluation criteria. It also ensures all procurement activities comply with Agreement on Internal Trade, the New West Partnership Trade Agreement, as well as other Government of Alberta's procurement guidelines and practices.

When applying for a competition, please submit a cover letter and resume (either in word or pdf format). Please name your documents using your first and last name along with the competition number. For example: John Smith Competition Number XX-XXX
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