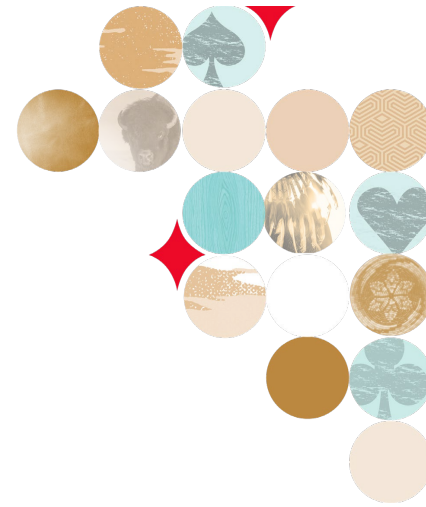




Saskatchewan Indian Gaming Authority

103 Aspen Place
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SIGA.ca



Senior Procurement Specialist - 1 Full-time

Competition #: 317.3

Job Classification: Salaried

Salary Range: \$77,900.00 - \$99,800.00

Job Type: 1 FT

Education:

- Successful completion of the Supply Chain Management Professional (S.C.M.P.) Designation, Business Administration Diploma or a combination of relevant education, training and/or experience.

Experience:

- Five years direct public or private purchasing experience of gaming commodities, construction materials, IT hardware & software, mechanical, electric, plumbing, HVAC, Related trades, as well as a very diverse range of commodities and professional services.
- Two years' experience working with procurement Contracts.
- Knowledge of markets, suppliers, provincial regulations, logistics, transportation.
- Knowledge of Canadian Procurement Law, Interprovincial trade agreements, Importing and Broker processes, and ERP procurement applications.

Main Duties

Reporting to the Manager of Acquisitions, this position supports organizational excellence, and efficient use of resources, by managing and supporting the procurement of specialized/complex commodities of goods and services for Central Office, Casino Sites and Casino Development Projects. The Senior Procurement Specialist will work with key stakeholders in order to understand their requirements, compile specifications, define scopes of work, facilitate vendor selection and negotiate agreements. This position will review and analyze requests for goods and services including detailed specifications and confer with the originator and Manager of Acquisitions to eliminate ambiguities and to maximize efficiency in terms of price, delivery and technical suitability of services and equipment.



Responsibilities include: Managing and preparing RFXs (RFP, ITT, RFQ, RFI, RFPQ) for goods and services, from draft to finalized document, in compliance with SIGA policies and purchasing law requirements. Serving as Acting Manager of Acquisitions as required. Conducting research on products or services required by requestor in specifically assigned commodities, ensuring value for money spent. Supporting procurement initiatives that increase the percentage of First Nations and local suppliers. Participating in other projects and activities as assigned by the Director of Procurement and Manager of Acquisitions.

Conditions of Employment

- Successful candidates are subject to a background check as well are required to obtain and maintain a gaming employee Certificate of Registration from the Saskatchewan Liquor and Gaming Authority (SLGA)/Indigenous Gaming Regulators (IGR).
- The minimum age to work in a casino or any area where gaming can be seen is 19 years of age.
- Must possess valid Saskatchewan Driver's License and acceptable driving record.
- Some SIGA locations operate in a high sensory environment. You may be required to work in an environment where you will be exposed to tobacco smoke, high noise levels, flashing and blinking lights, and a congested workplace. SIGA adheres to all occupational health and safety regulations and makes every effort to limit the adverse effects of these elements.
- As our organization values employee and patron safety, SIGA has instituted a Drug & Alcohol policy for its employees.
- Compliance with all regulatory requirements as may be applicable to your position including but not limited to both SLGA requirements and the Anti-Money Laundering requirements set out in the Proceeds of Crime (Money Laundering) and Terrorist Financing Act and regulations and policies made thereunder by Canada and FINTRAC.

Core Organizational Competencies:

- Adapting to Change
- Communication
- Customer Service
- Decision Making
- Results Oriented
- Working with Others

To apply, please visit: <https://siga.mua.hrdepartment.com/hr/ats/JobSearch/viewAll/>

Close date: May 6, 2024