



UNIVERSITY OF SASKATCHEWAN

Posting Category: Managerial, Professional, Specialized

OPEN

Employee Group: ASPA

Job Title: **Buyer**

Family & Phase: Specialist/Professional, Phase 1

College / Admin Unit: Financial Services Division

Department / Section: Purchasing Services

Status: **Permanent**

FTE, Shift or Hours of Work: 1.0 FTE

COMPETITION NO.: **8148-MA (must quote on application)**

Posting Date: March 5, 2008

Closing Date: March 18, 2008

PRIMARY PURPOSE: To assume a leadership role in managing the procurement of a commodity group of goods and services.

NATURE OF WORK: Reporting to the Director, this position provides procurement consulting services to client departments in the areas of procurement strategy; commodity research; development of competitive bid documentation; bid analysis and recommendations; contract negotiation, development and administration; and issuance of purchase orders. This position works with an international supplier base, various government departments and regulatory agencies. Communication is an important part of the position which extends to participation in presentations and workshops. The work occurs in a high volume, fast paced team environment with competing deadlines and priorities.

ACCOUNTABILITIES:

- Effective service delivery and meet commitments to clients, in collaboration with internal and external contacts.
- Mitigate and manage risk related to procurement.
- Ensure due diligence in procurement processes.
- Develop and maintain effective collaborative working relationships with internal and external contacts.
- Seek opportunities for cost savings and revenue generation.
- Proactive research and analysis of trends that have an impact on procurement.
- Support departmental strategic directions.

QUALIFICATIONS:

Education: A degree in business and Level IV in the PMAC Accreditation Program, or hold a C.P.P. designation. An equivalent combination of education and directly related experience may be considered.

Experience: Minimum five years related experience within a complex environment in a medium to large organization is required. Demonstrated experience in procurement and competitive bid processes; analysis and contractual negotiation with successful outcomes; and application of contract law and regulatory requirements.

Skills: Effective interpersonal and communication skills, both written and verbal; demonstrated proficiency in analytical and negotiating skills; demonstrated ability to problem solve under deadline pressures and competing priorities; good working knowledge of contract law and regulatory requirements; demonstrated experience with procurement in an ERP system; proficient working knowledge of Microsoft Office applications (Word, Excel, Access and Powerpoint); and the demonstrated ability to work independently and in a team environment with minimal supervision.



Application Procedures

Electronic Applications (PREFERRED):

Accepted for most positions, unless otherwise noted.

Register on our job site to submit your applications.

See Website: http://www.usask.ca/hrd/work/application_procedures.php

E-mail Applications:

- Indicate the competition number only in the subject line of the e-mail, do not include any prefix, such as Re:.
- Attachments must be in MS Word, PDF (Acrobat), or plain text format.

Applying via Paper

Note again, that we **strongly recommend** applying electronically.

If you are **unable** to apply electronically, we will accept applications via mail, fax or personal delivery to:

Human Resources, University of Saskatchewan
Room E140 Administration Building
105 Administration Place
Saskatoon, SK Canada S7N 5A2

Office hours: 8:00 a.m. to noon, 1:00 p.m. to 4:30 p.m.

Telephone: (306) 966-6270

Fax: (306) 966-7026

E-mail: uofsjobs@usask.ca