ArrowHead Recruitments & Consulting

https://arrowheadconsulting.ca/job/procurement-specialist-noc-12102/

Procurement Specialist – (NOC 12102).

Hiring organization
ArrowHead Recruitments & Consulting

Employment Type
Full-time

Beginning of employment
ASAP

Duration of employment
Permanent

Industry
Administrative and Regulatory Occupations

Job Location
Fort Mcmurray, Alberta, Canada

Working Hours
5 AM TO 9 AM

Base Salary
$ 24/hr - $ 28/hr

Date posted
May 1, 2025

Valid through
31.05.2025

Description
Procurement and purchasing agents and officers source and purchase general and specialized equipment, materials, business services and land or access rights for use or for further processing by their establishment. They are employed throughout the public and private sectors.

Responsibilities

Job duties

Here are some of the main activities and tasks that Procurement and purchasing agents and officers have to perform, and some of the physical demands they involve:

- Procurement agents and officers
- Evaluate risk, assess, prepare forecasts, scenarios and other factors concerning the supply market, and write reports and recommendations
- Provides research and input into the financial sourcing aspects of contracts and calls for tender when information is not readily available
- Identify high impact cost reduction opportunities
- Leverage the organization’s buying power to optimize costs, access new suppliers, reduce lead times, and guarantee supply
- Develop and maintain relationships with existing and potential buyers and suppliers to the organization
- Respond to customer service inquiries and clarify requirements and provide information as needed.
- Purchasing agents and officers
- Purchase general and specialized equipment and materials, business services and land or access rights for use or for further processing by their establishment
- Assess requirements of an establishment and develop specifications for equipment, materials and supplies to be purchased
- Invite tenders, consult with suppliers and review quotations
- Determine or negotiate contract terms and conditions, award supplier contracts or recommend contract awards
- Establish logistics of delivery schedules, monitor progress and contact clients and suppliers to resolve problems
- Negotiate land acquisition or access rights for public or private use, and may conduct field investigations of properties
- May hire, train or supervise purchasing clerks.

Workplaces and employers

Here are the typical workplaces where Procurement and purchasing agents and officers are employed and some of their main characteristics:

- Establishements throughout the private and public sector

Qualifications

Employment requirements

This is what you typically need for the job.

- Procurement and purchasing agents and officers usually require a bachelor’s degree or college diploma in business administration, commerce or economics.
- Procurement and purchasing agents and officers purchasing specialized materials or business services may require a related university degree or college diploma. For example, a bachelor’s degree or college diploma in engineering may be required for purchasers of industrial products.
- A certificate in purchasing from the Purchasing Management Association of Canada (PMAC) may be required.
- Previous experience as a purchasing clerk or as an administrative clerk may be required.
- Certification from the International Right of Way Association (IRWA) may be required.
- Sourcing specialists and analysts usually require a bachelor’s degree or college diploma in economics, logistics, operations management, finance, engineering, mathematics, or statistical analysis.
- Previous work experience in supply chain for sourcing specialists and analysts is usually required.