

Career Opportunity

ABOUT THE AGLC

The Alberta Gaming and Liquor Commission 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 #: 17-032

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

Closing Date: Friday, June 16, 2017

Position Location: St. Albert

JOB SUMMARY

Do you have experience in Public Procurement and working knowledge of various trade legislations and Canadian Contract Law? If you do, we have a great opportunity for you! The 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, information technology and construction through contracting 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 management. The Senior Procurement Specialist also supports the Manager in policy and process development and in planning and coordination.

The AGLC's Procurement branch is undergoing a period of change and the Senior Procurement Specialist will support the Manager in the development and implementation of improved procurement policies, procedures and practices.

SKILLS/QUALIFICATIONS

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

NOTE: An equivalent combination of education and experience may be considered. Candidates with lesser qualifications may be considered at a lower classification and salary. This recruitment may be used to fill future vacancies.

Career Opportunity

To be eligible to work for the Alberta Gaming and Liquor Commission, 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 security clearance and clean drivers abstract prior to employment. While we appreciate all applications we receive, we advise that only candidates under consideration will be contacted. The AGLC is committed to creating a diverse environment and is proud to be an equal opportunity employer.

To learn more about the Alberta Gaming and Liquor Commission 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 the AGLC. It consists of six branches, the Office of the CFO, Procurement, Finance, Internal Audit, Corporate Support & Information Governance, and Properties.

Procurement Branch:

Manages all of the 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.

Please send resumes as a Word document or PDF including competition number, to:
Alberta Gaming and Liquor Commission - Human Resources
50 Corriveau Avenue
St. Albert, AB T8N 3T5
Fax: 780-447-7400
E-mail: hr@aglc.ca

Why the AGLC?

Comprehensive wage and benefit packages	Closed between Christmas and New Years
Pension / dental / medical plans	Health and Wellness Spending Accounts
Financial support for personal development	On-site cafeteria and fitness facility
Learning & Development opportunities	Employee and Family Assistance Program
Compressed work week schedule	Social events
3 paid Personal Days per year	Free parking