



PURCHASING OFFICER (NOC: 12102)

Posted by ULEA DIGITAL SERVICES INC.

Posting Date : 03-Mar-2025

Closing Date : 30-Aug-2025

Location : Elk Point

Salary : \$20 Per Hour

Job Requirements

- **Education:** College/CEGEP
- **Language:** English
- **Years of Experience:** 3 years
- **Vacancy:** 1
- **Job Type:** Full Time
- **Job ID:** DISJ1816607

Job Description:

ULEA DIGITAL SERVICES INC. - PURCHASING OFFICER (NOC: 12102)

Posted on March 28, 2024 by by ULEA DIGITAL SERVICES INC.

JOB DETAILS

Location

4816 - 50th Street, Elk Point, Alberta T0A 0A0

SALARY

\$20.00 hourly / 40 hours per week

TERMS OF EMPLOYMENT

Permanent employment

Full time

START DATE

Starts as soon as possible

VACANCY

1 vacancy

OVERVIEW

Languages

English

EDUCATION

College/CEGEP

EXPERIENCE

3 years to less than 5 years

RESPONSIBILITIES

TASKS

- Purchase general and specialized equipment, materials or business services
- Develop specifications for equipment, materials and supplies to be purchased
- Negotiate offers from suppliers
- Consult with suppliers
- Review quotations
- Determine contract terms and conditions
- Award contracts to appropriate parties
- Establish delivery schedules
- Monitor progress of delivery schedules
- Plan, organize and oversee operational logistics of the organization
- Provide customer service

Who can apply to this job?

Only apply to this job if:

- Canadian citizens and permanent or temporary residents of Canada.
- Other candidates with or without a valid Canadian work permit.

HOW TO APPLY

By email

uleadigitalservices-careers@post.com

To apply for this job vacancy, please send your resume along with a cover letter and a reference letter from your previous employer to the following email: uleadigitalservices-careers@post.com

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