Saskatchewan Indian Gaming Authority

Central Office

Saskatoon

Job Title	# of Positions	Competition Number	Salary	Close Date
Procurement Process & Support Officer	**1 Full time**	**10-CO-F&A-04**	**$40,229.84 - $50,287.56**	**March 15, 2010**

Sharing Success…...through the provision of superior gaming operations services. With gross revenues in excess of 240 million dollars annually. SIGA is Saskatchewan's largest and most successful employer of First Nations people. SIGA is currently looking for creative, motivated, passionate and energetic individuals to join the team.

Statement of Competencies

Education: Successful completion of a Supply Chain Training diploma Program Level II of the Purchasing Management Association of Canada (P.M.A.C.) would be an asset or a 2 year Business Admin Diploma or a combination of relevant education, training and/or experience.

Experience:
Must have two years direct purchasing experience.
Experience in delivering training programs
Working knowledge of Enterprise Resource Planning (ERP) systems – JD Edwards or equivalent.
Working knowledge of Microsoft Office programs.
Working with many diversified situations and personalities.

Knowledge:
Knowledge of SIGA's Mission, Vision and Guiding Principles.
Knowledge of First Nations culture, values, beliefs, traditions and protocols.
Knowledge of purchasing that includes requisitioning, approving, travel and receiving.

Skills and Abilities:
Consistently motivated to perform work and assignments with an attention to detail to ensure accuracy;
Participates effectively as a team member to help define and work towards team goals.
Very good oral and written communication skills, able to express oneself clearly.
Troubleshooting skills to provide support using alternative solutions.
Able to provide prompt, efficient and courteous service which is consistent with First Nations' traditions and cultures.

Personal Suitability:

Positive attitude	Innovative	Honest
Adaptable	Stress tolerance	Flexible

Conditions of Employment:
Must consent to a background check in order to qualify as a gaming employee.
Must obtain and maintain a gaming employee Certificate of Registration from the Saskatchewan Liquor and Gaming Authority (SLGA).
Must be 19 year of age or older.

Other Information:
Evening and weekend work may be required.
Willing to travel for operational need and possession of a valid driver's License.

Main Duties: Reporting directly to the Manager, Procurement Process & Support, the Procurement Process & Support Officer will be responsible for providing training, technical and administrative support. Train requestors, approvers, travel clerks, procurement clerks and receivers on the ERP system and develop training objectives to ensure users can meet SIGA's purchasing requirements. Work collaboratively to support the coordination of the ERP software procurement module functionality and organizational processes. Liaison with information technology staff to provide ERP software procurement expertise as required: to maintain and support the software application. Responsible for relationship building and training with First Nations vendors and suppliers. Other duties as assigned by the Manager, Procurement Process & Support and the Director of Procurement.

SIGA offers a competitive compensation and benefits plan. Preference will be given to qualified First Nations persons (Human Rights Exemption # E95-29). Consideration will be given to those submitting an updated resume and cover letter quoting competition:
10-CO-F&A-04 Procurement Process & Support Officer

Mail resume to:
Saskatchewan Indian Gaming Authority
Human Resources Department
250—103C Packham Avenue
Saskatoon, SK S7N 4K4

2009 Saskatchewan's Top 15 Employers
As featured in the The StarPhoenix LEADER-POST

Fax to:
(306) 477-7504

Email to:
SIGA_HR@siga.sk.ca

We thank all applicants and wish to advise that only those individuals that have been selected for an interview will be contacted.