



Saskatchewan Indian Gaming Authority



Central Office

Saskatoon

Job Title	# of Positions	Competition Number	Salary	Close Date
Procurement Officer	1 Full Time	10-CO-F&A-06	\$40,229.84- \$50,287.56	March 31, 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 Level II of the Purchasing Management Association of Canada (P.M.A.C.), Professional Development Program or a combination of relevant education, training and/or experience.

Experience: Must have three years direct public purchasing experience.
Experience with Enterprise Resource Planning (E.R.P) Systems, specifically J.D. Edwards operating systems.
Experience with Microsoft Office programs.
Experience working with diverse situations and personalities.

Knowledge: Knowledge of SIGA's mission, vision, guiding principles and business values.
Knowledge of First Nations culture, values, beliefs, traditions and protocols.
Knowledge of various products, suppliers and purchasing methods and procedures.
Knowledge of duty, excise and sales taxes pertaining to corporate purchasing practices.
Knowledge of purchasing controls, tendering processes and request for proposal (RFQ) requirements.

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.
Ability to exercise good judgment in rendering decisions.
Demonstrates interest in own field of expertise, seeks out new approaches, tools, methods to conduct business.

Personal Suitability: Positive attitude Innovative Honest
Adaptable Stress tolerance

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: Willing to work shift work including evening and weekends.
Ability to lift up to 20 kg.

Main Duties: Reporting directly to the Manager of Acquisitions the Procurement Officer will be responsible for coordinating the goods and service requirements of SIGA central office and casino sites; process and make bulk purchases where appropriate which may include out of country transactions; Open tender documents, carry out evaluations and forward tabulations to user department including recommendations to purchase; Award and issue contracts and establish bulk purchase contracts and release of goods to user department under the direction of the Manager of Acquisitions; Coordinate day to day purchase activities; Review of existing purchasing policy and procedures of purchasing for the unit as required; Perform other related duties as assigned by the Manager of Acquisitions 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-06 Procurement Officer

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



Fax to:
(306) 477-7504

Email to:
SIGA_HR@sig.sk.ca

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

