



Purchasing Agent I

This is an entry-level technical and professional position in a central purchasing section procuring a variety of goods and services for the City of Regina. This position is responsible for the procurement of a wide variety of commodities and/or services, in which the nature of the files is less complex or of lower dollar value than those assigned more senior positions. This position may assist in the procurement of complex files. This position reports to the Coordinator of Acquisitions.

Typically the knowledge, skills and abilities required are obtained through completion of Level II from the Purchasing Management Association of Canada (PMAC) professional development program or completion of the Certified Professional Public Buyer (CPPB) designation from the National Institute of Governmental Purchasing (NIGP), combined with three (3) years experience in an automated purchasing environment. Experience with computers and various office, purchasing and materials management software applications are essential.

Competition #08-134

Closing Date: July 22, 2008

Refer to City of Regina website www.regina.ca for more information.

The City of Regina values diversity in our workplace and encourages applications from all qualified Employment Equity candidates.

To be considered for this competition, completed resumes or applications must be received in Human Resources by 4:45 pm of the closing date at:

Human Resources Department
City of Regina, 11th floor, City Hall
2476 Victoria Avenue, P.O. Box 1790
Regina, Saskatchewan S4P 3C8
Web site: www.regina.ca Fax: (306) 777-6825

We will contact candidates we wish to consider within six weeks of the competition closing date. All applicants are thanked for their interest.