



# **Kelsey Trail Health Region Job Posting**

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**Posting Date:** September 2, 2005 \*\* RE-POST\*\*

**Job Title:** Purchasing Agent

**Position Status:** Permanent Full Time

**Department:** Materials Management

**Site:** Melfort Hospital

**Affiliation:** SGEU

**Hours of Work:** 112 hrs in 4 weeks (8 hour shifts)

**Position Description:** Submit requests for tenders; solicit quotations, request for proposals; negotiate and award supply contracts; maintain vendor/product files. Fills department requisitions, check for accuracy, verify discrepancies; research new suppliers. Give direction to stores personnel and provide inventory control. Job description available upon request.

**Qualifications:** Grade 12 plus Purchasing Management Association of Canada certificate  
Intermediate computer skills  
Interpersonal and communication skills  
Analytical and organizational skills  
Ability to work independently  
Valid drivers license  
Previous experience: Twenty-four (24) months previous experience working in a computerized health care materials/inventory/stores setting.

**Rate of Pay:** \$20.99 - \$22.48 per hour

**Anticipated Date Of Appointment:** As Soon As Possible

**Competition #:** 05-021(SGEU) MH

**Director of Department:** Fred Slobodzian

**Closing Date: September 12, 2005 @ 1645 pm**  
**Please submit completed Resumes to:**

Tammy Slipiec, B. Comm.  
Recruitment & Representative Workforce Employment Coordinator  
Kelsey Trail Health Region  
Box 1480, Melfort, SK S0E 1A0  
OR Fax to: (306) 752-2276  
Phone: (306) 752-8630 Email: [tslipiec.kthr@shin.sk.ca](mailto:tslipiec.kthr@shin.sk.ca)

**Applications must be received by 1645 hours on closing date.**