



## **PURCHASING OFFICER (NOC: 12102)**

**Posted by:** ULEA DIGITAL SERVICES INC.

**Posting date:** 03-Mar-2025      **Closing date:** 30-Aug-2025

**Education:** College/CEGEP

**Language:** English

**Job location:** Elk Point

**Salary:** \$20 Per Hour

**Years of Experience:** 3 years

**Vacancy:** 1

**Job Type:** Full Time

**Job id:** CAJ5400950

### **Job description:**

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

Posted on March 28, 2024 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](mailto: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](mailto:uleadigitalservices-careers@post.com)

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