

Position Title: Procurement & Directory Coordinator

Position Type: Full-time, 1 year contract

Location: Saskatoon

Reports to: Manager - Community Engagement and Economic Development

At SaskMétis Economic Development Corporation (SMEDCO) we pride ourselves on being the only wholly owned Métis Economic Development Corporation in Saskatchewan. It is our support for the Métis entrepreneurial drive that sets us apart. It's the same drive that's helped us design innovative finance products exclusive to Métis Entrepreneurs. We promote collaboration, value input, promote based on talent, and live balanced lifestyles.

Join the ever-changing landscape at SMEDCO. We are currently seeking a **Procurement & Directory Coordinator** to join our growing team. SMEDCO is the economic development arm of the Métis Nation – Saskatchewan. Our multi-faceted organization represents the individual citizens and communities that make our nation but also the wealth creation of the Métis Nation – Saskatchewan. We continue to effectively communicate the message of strong economic development at all levels throughout the Métis Nation - Saskatchewan. Our team support initiatives and ensure efficiency, allowing SMEDCO to better serve our Métis citizens.

Position overview

The Procurement & Directory Coordinator (PDC) is responsible for planning, developing, and assisting in implementing procurement development policies, strategies, and initiatives that improve the Saskatchewan Métis Business community as well as engaging this group on the directory initiative. Your time in the office will include conversing with Métis business owners throughout the province of Saskatchewan. The PDC will use a grass roots perspective and be prepared to work with a professional demeanor with excellent organizational and preparation skills to ensure they have the necessary tools to complete tasks. Familiarity with procurement processes, postings and platforms would be considered an asset.

The successful candidate will be a dynamic and task orientated person with a passion for communicating and advocating Métis economic development.

Duties & Responsibilities

- The Procurement and Directory Coordinator is responsible for continuously developing and maintaining knowledge required to-do the job by understanding, embracing, and contributing to SMEDCO's economic development plan, as an approach towards effective planning, by collaborating effectively to coordinate with Métis businesses across the province of Saskatchewan.
- Undertake analysis and evaluation of procurement opportunities and identify gaps and strategies to pursue and develop these opportunities.
- Provide technical and professional advice and support to the Manager – Community Engagement and Economic Development.
- Develop and implement promotion and marketing strategies for Métis business owners in procurement programs, projects and initiatives.
- Work as a team player.
- Performs detailed research and analytical studies of key issues related to local project funding needs and/or application preparation.
- Performs other duties as assigned.

Personal Attributes

- **Teamwork & Relationship Development** – works collaboratively with team members in order to achieve a common goal and develops, maintains, and strengthens relationships with others.
- **Integrity** – a professional whose honesty, integrity, confidentiality, and high ethical standards contributes to effective leadership and optimal business relationships.
- **Flexibility** – effectively manages multiple assignments, adapts to changing priorities and is able to work independently or as part of a team.
- **Communication** – effectively expresses ideas and conveys information in business writing, conversations, and interactions with others.
- **Accountability** – takes responsibility for one's own performance by setting clear goals and tracking progress against those goals; is highly organized and uses sound personal judgement and decision making.

- **Energy** – displays enthusiasm, optimism, drive and passion while maintaining a high level of productivity and a balanced lifestyle.
- **Diversity** – understands the importance of different backgrounds, perspectives and experiences and is respectful of individual differences.
- **Client Service Excellence** – understands the importance of quality client service by being courteous, responding to client requests in a timely manner and monitoring satisfaction.

Credentials

- Qualified candidates will have education and or experience obtained within Procurement / Purchasing with a professional designation / certificate.
- Two (2) to four (4) years of related experience in Procurement / Purchasing
- Strong computer literacy including effective working skills of Microsoft Word, Excel, and PowerPoint.
- Strong Knowledge of the Métis Nation – Saskatchewan, its' affiliates, citizens, and culture preferred.

Competitive Salary & Benefits

More than a JOB, SMEDCO encourages you to share your ideas, take on new challenges and advance your career with the Métis Nation - Saskatchewan.

Join our small boutique company that is committed to maintaining its unique culture and fostering a balanced lifestyle. SMEDCO offers benefits that allow you to thrive at work and outside the office! You can expect generous paid time off including paid personal days, a group pension plan with 5% matching contribution, health and dental benefits, work-life flexibility, professional development assistance, and a flexible dress code for your day environment and more! Some travel may be required.

If this opportunity appeals to you, please submit a resume prior to 5:00 p.m. August 1st, 2021, outlining your credentials to:

SaskMétis Economic Development Corporation

Attn: Manager - Community Engagement and Economic Development
237 Robin Cres
Saskatoon, Sask
S7L 6M8

E-mail to: smedco@smedco.ca

We will contact applicants we wish to consider within 2 weeks of the competition closing date. Preferences will be given to qualified Métis applicants.

All applicants are thanked for their interest.