



JOB DESCRIPTION

Job Title: Procurement Specialist **Position Number:** 96-21

Incumbent: Vacant **Effective Date:** April 2026

Status: Permanent **Pay Level** 8 **Bargaining Unit:** Yes No

Supervisor's Title: Manager, Procurement **Department:** Finance

SUMMARY:

Reporting to the Manager, Procurement, the incumbent performs a full range of procurement and contracting activities for the Corporation. This role administers and processes all purchasing instruments from initial request to final completion and provides training, technical advice, and guidance to staff on procurement-related activities.

All work is carried out and properly documented in accordance with Yukon Energy's policies, guidelines, and procedures, while mitigating risk and ensuring compliance with applicable legislation.

DESCRIPTION:

1. Coordinates and participates in procurement activities, including bid preparation, bid evaluations, contract documentation, supplier and contract management, conflict resolution, bid file documentation, bid openings, progress payments, holdbacks, change orders, securities, and deposits.
2. Provides direction, support, and guidance to internal clients on procurement matters. Plans, coordinates, advises, and facilitates project teams and working groups with respect to procurement activities.
3. Procures parts, materials, supplies, and services in accordance with corporate policies and guidelines.
4. Administers, coordinates, and processes purchasing instruments (e.g., contracts and purchase orders) for goods and services. Ensures consistency and compliance with terms and conditions, applicable legislation, and corporate procurement policies, procedures, and signing authorities.
5. Develops and manages supplier relationships, leveraging long-term arrangements where appropriate. Maintains lists of primary and secondary suppliers and conducts vendor assessments for quality, delivery, and compliance with terms and conditions.
6. Records, monitors, reconciles, and reports on procurement and contracting expenditures and commitments.
7. Maintains procurement records in accordance with established records management guidelines.



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8. Updates Yukon Energy's Procurement Services web pages to promote transparency and ensure current competitive opportunities are publicly posted.
9. Represents the Corporation with suppliers and stakeholders, participates in negotiations, and administers supply requirements for assigned contracts. May support complex or major procurement and contracting initiatives.
10. Contributes to the development and delivery of training on procurement systems, procedures, and policies.
11. Maintains confidentiality of all corporate information and adheres to all policies, procedures, and guidelines.
12. Performs other related duties as required.

EDUCATION AND EXPERIENCE

- Post-secondary education in business, procurement/contracting, or a related field, with several years of relevant experience in a computerized environment.
- Enrollment in or completion of a professional designation such as SCMP (Supply Chain Management Professional) or APICS (Association for Supply Chain Management) is preferred.
- Significant experience planning, executing, and managing procurement initiatives, including goods, services, and construction contracts.
- Strong experience managing RFX processes (RFP, RFQ, etc.).
- Experience developing purchasing strategies, business cases, cost analysis, and financial evaluation methodologies.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong client service orientation.
- Experience with ERP systems (e.g., Great Plains, Workplace, or equivalent).
- Excellent interpersonal, organizational, written, and verbal communication skills, including negotiation skills.
- Proficiency with Windows-based software applications.
- Ability to work accurately under pressure and meet critical deadlines.
- Ability to work effectively in a team and cross-cultural environment.
- Ability to lead meetings and deliver presentations or briefings.

WORKING CONDITIONS

Primarily works in a standard office environment with minimal exposure to physical hazards or adverse environmental conditions.