



# YUKON ENERGY CORPORATION

## Procurement Specialist-Whitehorse

### Position # 96-21

#### **The Opportunity: Procurement Specialist**

Permanent, Full-Time unit position, based out of Whitehorse, Yukon.

**Ready to shape how Yukon Energy sources the goods and services that keep the territory powered?  
Join us and drive smart, compliant, and high-impact procurement.**

**Compensation:** Level 8: \$46.83/hr-\$55.93/hr PLUS Northern Allowance.

#### **What is in it for you:**

- Competitive Pay with annual cost of living increase
- Northern Allowance: \$7,000 + 5% Base Pay added to Base Salary
- Comprehensive Benefit Package that begins the first day of employment
- 160 hours of vacation leave, 160 hours of sick leave, 40 hours of special leave
- Travel Allowances for employee and their spouse and dependent(s)
- Annual Wellness Subsidy
- Cell Phone Subsidy
- RRSP Match begins first day of employment
- Training and Development opportunities
- Relocation Assistance available
- Opportunity to be a part of something greater and help the Yukon

#### **What will you do:** As a key member of the Procurement team, you will:

- Manage the full procurement cycle from initial request through to contract award and close-out, ensuring efficient and effective sourcing of goods and services.
- Develop and administer competitive sourcing processes (RFQs, RFPs), evaluate submissions, and negotiate contracts to achieve best value outcomes.
- Provide guidance and support to internal stakeholders on procurement practices, ensuring compliance with Yukon Energy's policies, trade agreements, and applicable legislation.
- Maintain accurate procurement documentation and identify opportunities to improve processes, mitigate risk, and enhance vendor performance.

#### **What you need to succeed:**

- Post-secondary education in business, procurement, or related field; SCMP/APICS (or in progress) is an asset.
- Strong experience with end-to-end procurement, RFX processes, contract management, and sourcing strategies.
- Solid analytical skills, including cost analysis, financial evaluation, and business case development.
- Experience with ERP systems (e.g., Great Plains) and strong computer proficiency.
- Excellent communication and negotiation skills with a client-focused approach.
- Able to manage competing priorities, meet deadlines, and work collaboratively.
- Comfortable leading meetings and presenting to stakeholders.



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**Who we are:** Yukon Energy is the primary generator and transmitter of electrical energy in the Yukon territory, operating within the Traditional Territories of Yukon First Nations. We take pride in our commitment to sustainability and collaboration with Indigenous communities across all our operations.

**Yukon Energy values diversity in the workplace. We strive to achieve a skilled workforce that is representative of the population we serve, and we are committed to the employment and professional development of Yukon First Nations citizens. First Nations candidates are encouraged to self-declare.**

To **apply**, please go to [Recruitment \(adp.com\)](#).

If you have any questions, please feel free email People & Culture via email at [hr@yec.yk.ca](mailto:hr@yec.yk.ca). The posting will remain open until the position is filled.

For more information on Yukon Energy, please go to: <http://www.yukonenergy.ca>.

We thank all candidates for applying but only short-listed candidates will be contacted. **Applicants must be legally entitled to work in Canada for any employer without employer sponsorship.**

Date Posted: May 1, 2026