

PURCHASING OFFICER (NOC: 12102)

Posted by: ULEA DIGITAL SERVICES INC.

Location: Elk Point Salary: \$20 Per Hour

Job ID: YJ6207159

Posting Date: 05-Nov-2025

Expiry Date: 04-May-2026

Education: College/CEGEP

Language: English

Vacancies: 1

Experience: 3 years

Job Type: Full Time

Job Description

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

Posted on March 28, 2024 by 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
1 vacancy
OVERVIEW
Languages
English
EDUCATION
College/CEGEP
EXPERIENCE
3 years to less than 5 years
o yourd to root than o yourd
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

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: uleadigitalservices-careers@post.com

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