Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
Toll Free Phone: (866) 225-9067
Toll Free Fax: (877) 825-7564
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Keewatin, ON P0X 1C0

Job Board Posting

Careers.Indigenous.Link

Date Printed: 2024/03/28

Procurement Administrator (Bilingual)

Job ID	**7A-E1-12-B3-43-83**	
Web Address		
https://careers.indigenous.link/viewjob?jobname=7A-E1-12-B3-43-83		
Company	Farm Credit Canada	
Location	Regina, Saskatchewan	
Date Posted	From: 2020-05-19	To: 2020-05-27
Job	Type: Full-time	Category: Finance
Languages	English And French	

Description

Closing Date (MM/DD/YYYY): 05/27/2020
Worker Type: Permanent
Language(s) Required: English, French
Expert admin skills needed
Support the team by providing general tactical administrative assistance on vendor competitions, including reviewing and entering contract data. This position is designated bilingual (English and French), and the successful candidate must be able to communicate in both of Canadaâ€™s official languages.
What youâ€™ll do
- Respond to general inquiries
- Resolve basic issues related to competitions
- Forward invoices to appropriate business owners
- Create purchase orders
- Perform data input and produce reports
- Manage the departmentâ€™s incoming email
- Maintain the procurement calendar
- Help administer the corporate credit card program
What weâ€™re looking for:
- Organized and detailed multi-tasker
- Strong communicator and decision-maker with great customer service skills
- Problem-solver who embraces change
What youâ€™ll need:
- Certificate or diploma in a related field and at least two years of experience in procurement or supply chain management (or an equivalent combination of education and experience)
- Fluency in both official languages

How to Apply

To apply, click Apply Now!