



## **Purchasing Officer Full Time Indeterminate**

### **Job Summary**

Provides assistance to the Senior Purchasing Officer in procuring supplies and services for the Hay River Health & Social Services Authority (HRHSSA) in order to ensure continued supply of resources are available to facilitate the delivery of quality health care services. Duties are performed following Government of the Northwest Territories (GNWT) purchasing policy and regulation, PMAC purchasing standards and ethics, and other GNWT & Federal regulation and legislation.

### **Job Qualifications:**

- Knowledge of basic purchasing procedures and ethics.
- Knowledge of general freight routes.
- Ability to communicate with internal and external clients both verbal and written format.
- Ability to work with little or no supervision.
- Ability to lift heavy objects and operate materials handling equipment.
- Ability to set priorities and organize daily workload.
- Good computer skills.
- Valid Driver's license

These skills and abilities are normally acquired through one-year completion of a Professional Purchasing Designation and at least one year of directly related experience.

A copy of the full Job Description can be found at [www.hayriverhealth.ca](http://www.hayriverhealth.ca) under the 'Employment' tab.

**Salary:** \$33.20 to \$39.65 per hour (Range 8)  
**Position Status:** Full Time Indeterminate  
**Reference:** 023-20  
**Closing Date:** Open until suitable candidate

In addition to an attractive salary, we offer a Northern Allowance of \$2.36 per hour up to \$4,593 per year. All job offers are subject to references, a satisfactory Criminal Records Check and an Employee Health Risk Assessment. Only those candidates selected for an interview will be contacted.

### **INTERESTED APPLICANTS MUST SUBMIT A RESUME, QUOTING COMPETITION NUMBER TO:**

**Human Resources  
Hay River Health & Social Services Authority  
37911 Mackenzie Highway  
Hay River, NT X0E 0R6  
Fax: (867) 874-8345  
[hrhssa\\_competitions@gov.nt.ca](mailto:hrhssa_competitions@gov.nt.ca)**

*If you would like this information in another official language, contact us at (867) 874-8111  
Si vous voulez ces informations dans une autre langue officielle, contactez-nous à (867) 874-8111*