

PURCHASING AGENT Facilities, Ancillary Services and Safety

UCN is building better futures for a stronger North. UCN provides learning opportunities to northern communities and its people offering more than 40 academic degrees, diplomas, and certificate programs. We commit to offering a safe, welcoming, and inclusive work environment where innovation and creativity is welcomed. We are one of Manitoba's Top Employers and offer a generous Total Compensation Package with health benefits, a great pension plan along with the opportunity for personal and professional growth including tuition waivers.

DUTIES

Reporting to the Purchasing Agent 2 and in accordance with the Colleges Act and established policies and procedures, the Purchasing Agent 1 shall be responsible for the economical and expeditious procurement of goods and services within assigned commodity lines for departments, agencies and programs of the university college. The work is technical in nature and often involves a high degree of complexity and the application of a variety of purchasing techniques with the aid of a computerized purchasing system.

REQUIRED QUALIFICATIONS

- Diploma in Business Administration, a combination of education and experience may be considered
- Experience in purchasing and reconciliation processes
- Experience reviewing, analyzing, and processing requisitions, contracts, tenders, and requests for proposals
- Ability to negotiate prices, terms, and conditions with vendors and suppliers
- Experience providing functional guidance, instruction, or work direction to clerical or support staff
- Strong analytical and problem-solving skills, with the ability to assess specifications, budgets, and procurement justifications
- Proficiency with computerized purchasing and requisition systems and standard office software
- Ability to manage multiple priorities, meet deadlines, and work independently with a high degree of accuracy and confidentiality
- Strong communication and interpersonal skills.
- Effective time management skills
- Commitment to life-long learning

ASSETS

- Familiarity with Jenzabar or similar enterprise resource planning (ERP) and purchasing systems
- Knowledge of fleet vehicle management, registrations, maintenance tracking, and related budgeting
- Experience preparing year-end reports, contract summaries, and procurement-related documentation
- Knowledge and understanding of Indigenous cultures

CONDITIONS OF EMPLOYMENT

- Candidates must be legally entitled to work in Canada
- Valid Class 5 Driver's license

Applicants are asked to provide a cover letter and resume with their application. Applicants must demonstrate in their cover letter and their resume how they meet the qualifications. Applicants with education acquired outside of Canada are required to provide an Educational Credential Assessment with their application indicating Canadian credential equivalency, accepted Education Credential Assessment organizations include International Qualifications Assessment Service (IQAS) and World Education Services (WES.)

UCN is committed to building a workforce representative of the populations we serve. Preference will be given to qualified Indigenous candidates. Applicants are invited to indicate in their cover letter or resume if they are from any of the following groups: Indigenous peoples, persons with disabilities and visible minorities. Only qualified candidates who are legally entitled to work in Canada will be given consideration. Persons with disabilities who require accommodation for any part of the application or hiring process should contact Human Resources.

Please indicate in your subject line the competition number for which you are applying.

We thank all applicants for their interest, but only those selected for an interview will be contacted. Application materials, including references, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba).

For more information and other employment opportunities, visit www.ucn.ca

UCN acknowledges that we are on the traditional territories and homelands of many Indigenous peoples, in particular the Cree, Dene, Red River Métis, and Oji-Cree. Indigenous peoples have continuously maintained homelands in northern Manitoba since time immemorial. The First Nations in the area that UCN serves entered into treaty relationships with the Crown (within our region these include signatories to treaties 4, 5 -- and the treaty 5 adhesion, and treaty 6 - located within the treaty 5 adhesion). The territory has also become home to other Indigenous peoples. We uphold the treaties and collaborate with all Indigenous peoples to share truth, reconciliation, and learning.

COMPETITION TYPE
Open Competition to the Public

COMPETITION NUMBER
26-056

CLOSING DATE
July 8, 2026

SALARY RANGE
\$53,411 to \$64,664 per annum
plus remoteness allowance if applicable

POSITION CLASSIFICATION
Purchasing Agent 1

POSITION LOCATION
The Pas, Manitoba

POSITION TYPE
Full-Time Term, Position from
April 17, 2026 to September 1,
2027

APPLY TO
Email: hinfo@ucn.ca (PDF preferred format)
University College of the North,
Attention: Human Resources
P.O. Box 3000 R9A 1M7
Fax: (204) 623-4414