



Parkland County  
53109A SH779  
Parkland County, AB T7Z 1R1

Telephone: 780-968-8888  
Toll-Free: 1-888-880-0858  
Fax: 780-968-3232

Website:  
www.parklandcounty.com

E-mail Applications/Resumes to:  
employment@parklandcounty.com

Interested candidates are invited to forward their application/ resume, quoting the Competition Number by mail, fax or e-mail.

Parkland County has a Smoke-Free Workplace Policy in Effect.

Parkland County has a nepotism policy in effect which limits the consideration of employees' relatives for employment. Please contact Human Resources for further information on this policy (including the definition of a relative under this policy).

We thank all applicants for their interest; however only those selected for interviews will be contacted.

The personal information submitted pursuant to this advertisement is being collected under the authority of the Municipal Government Act and will be used for Parkland County employment opportunities only. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

# Employment Bulletin

With a population of 29,679, Parkland County offers a range of municipal services and a vibrant mix of agricultural, residential, industrial and recreational opportunities. This unique rural area is situated on the west outskirts of Edmonton, stretching over 2438 sq. km. of picturesque landscapes. We are currently inviting applications for a:

## PURCHASING COORDINATOR

(Permanent, Full-time)

Parkland County has a Permanent, Full-time position available in the Corporate Services Division for a Purchasing Coordinator. Reporting to the General Manager of Corporate Services, you will provide centralized purchasing support services and training. You will prepare and analyze tenders/ quotations/proposals, present training workshops/seminars, and negotiate pricing and payment terms. You have a good working knowledge of the legal implications of purchasing, duty exemptions, customs declarations, ethical purchasing methods and practices, basic inventory and accounting systems, supply sources/information, and market conditions and trends. You are a self-starter with excellent facilitation, problem-solving, decision-making, and negotiation skills, who is able to work independently.

### QUALIFICATIONS

- Successful completion of recognized courses in purchasing or a related certificate from an accredited university or community college.
- Minimum three years of purchasing experience. Preference will be given to candidates with public sector purchasing experience.
- Membership in, or the ability to obtain membership in, the Purchasing Management Association of Canada (PMAC).
- Proficiency with Microsoft Office (Word, Excel, Outlook) and general computer applications.
- Equivalent combinations of education and experience will be considered.
- Valid Class 5 Driver's License. A current Driver's Abstract must be provided.

<b>Competition Number:</b>	08-62INT
<b>Rate of Pay:</b>	\$55,763 - \$68,435 per annum
<b>Hours of Work:</b>	7 hours/day; 35 hours/week
<b>Competition Closing Date:</b>	Wednesday, September 3, 2008, at 4:30 p.m. however, this position will remain open until a suitable candidate is found.
<b>Benefits</b>	Extensive benefits are offered including an option to join our Earned Day Off Program.

Further information concerning this position can be obtained by calling Randy Dubord, General Manager of Corporate Services at 780-968-8468.