



**ARROW
UTILITIES**

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CITY OF FORT
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TOWN OF
STONY PLAIN

LEDUC COUNTY

PARKLAND
COUNTY

STRATHCONA
COUNTY

STURGEON
COUNTY

Procurement and Contracts Specialist – Permanent Full Time

ARROW Utilities, a Capital Region Commission is a regional services commission providing wastewater transmission and treatment services to nearly 400,000 people in 13 municipalities surrounding the City of Edmonton. ARROW owns and operates 200 km of wastewater transmission lines, 5 pumping stations, and a modern state of the art wastewater treatment plant located just north of Sherwood Park, Alberta. Our mission is to provide safe, reliable, cost efficient and environmentally responsible wastewater transmission and treatment services.

This is an exciting time to join ARROW as we are experiencing unprecedented growth with the expansion of our wastewater treatment facility and the use of membrane bioreactor removal (MBR) technology to treat used water for resale to an industrial client. We're focused on building strong, resilient teams and increasing capacity to support our evolving operations.

We are hiring one permanent full-time Procurement & Contract Specialist to join our team. Reporting to the Director of Financial Services, the role is responsible for:

- Coordinating the purchasing of goods and services across departments, ensuring timely delivery and compliance with procurement policies.
- Working with suppliers to confirm order details, resolve discrepancies, monitor lead times and performance, and follow up on status of delivery.
- Preparing and managing purchase requisitions, work orders, and inventory reordering; ensuring accurate and auditable records.
- Collaborating with internal departments, including Operations and Maintenance, to proactively plan procurement needs.
- Administering non-capital contracts, tracking expiry dates, coordinating renewals, and ensuring insurance and WCB compliance.
- Maintaining vendor records, managing the Approved Vendors List, and posting procurement opportunities through Alberta Purchasing Connection.
- Providing administrative support, including invoice processing, credit applications, and

acting as backup for shipping & receiving as needed.

- Assisting with the development and improvement of procurement procedures, templates, and documentation systems.

QUALIFICATIONS

To be a successful candidate, you must have:

- Possess relevant post-secondary education and/or experience such as a diploma or degree in supply chain management or public procurement
- 5-7 years of purchasing and contract experience, within a government setting would be considered an asset
- Comprehensive knowledge of maintenance equipment is considered an asset.
- Advanced computer skills e.g. Microsoft office, document management and work manager systems.
- Must have excellent organizational and communications skills.
- Must be a self-starter, able to work without supervision, exercise good judgment, team player, effectively handle conflicting priorities and emergency situations.
- Holding or working towards a related designations: Supply Chain Management Professional (SCMP), Certified Public Procurement Officer (CPPO), or Certified Procurement Professional (NIGP-CPP) is considered an asset.

COMPENSATION

This position is a hybrid opportunity, with the ability to work from home up to two days a week. We work a compressed work week of 70 hours biweekly, with every other Friday as an earned day off (EDO). The salary range for this position is \$94,739 - \$118,499 per annum. We provide a comprehensive benefits package, paid time off, and eligibility for the Local Authorities Pension Plan. We are proud of our friendly and safe working environment.

To apply, please submit your resume by e-mail to HR@arrowutilities.ca. The opportunity will remain open until a suitable candidate is found.

For more information on ARROW please visit our website at www.arrowutilities.ca.

While we appreciate all applications, only those candidates selected for an interview will be contacted.



23262 Township Rd. 540, Fort Saskatchewan, AB T8L 4A2
Located on ᑕᓯᓐᑦᑦᑦᑦᑦᑦᑦᑦ (Amiskwaciwâskahikan)
Treaty 6 Territory/MNA Region 4

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ARROWUTILITIES.CA

**Sustainable
Wastewater
Solutions**