



Job Description

Summary

Natural Health Services is looking for a full-time Procurement Specialist to join our Calgary Team. NHS is a cannabinoid medical clinic that specializes in providing cannabis prescriptions to patients. Reporting directly to the Director of Operations. The Procurement Specialist will research, evaluate and work closely with departments to determine what products and services we purchase either to re-sell to customers/patients or use in everyday operations. This individual will negotiate with suppliers to secure competitive terms and pricing, and purchase products and services on behalf of the company.

Responsibilities:

- Identify customer and company procurement needs.
- Evaluate supply options and make recommendations.
- Manage bids, awards, and administer supply, services, and construction subcontracts and purchase orders to suppliers.
- Perform cost management to identify areas of potential cost reduction and analyze the impact of pricing changes for goods and services.
- Negotiate terms of agreements.
- Ensure the timely delivery of products and compliance with the contracts of purchase.
- Monitor stock levels and make plans for buying within budget.
- Conduct routine supplier business reviews, evaluating supplier performance and compliance.
- Forge and maintain trust relationships with suppliers to promote fair dealing.
- Other duties as assigned.

To be considered for this role, you must have:

- Excellent negotiating skills.
- Excellent organizational and planning skills.
- Inventory management experience considered an asset.
- Outstanding communication and interpersonal abilities.
- Reliable and trustworthy.
- Deep understanding and professional experience with purchasing contracts.
- Strong verbal and written communication skills.
- Advanced skills with Microsoft Office, especially Excel.
- Strong market knowledge and experience in working across various functions, businesses and regions.
- Bachelor's Degree in Business, Finance or related field.
- 5+ years' experience as a purchasing agent, buyer, or similar position.
- Relevant qualifications (e.g. CPIM) will be a plus.

To Apply: Please send your cover letter and resume, quoting the name of the position and location in the subject line to resumes@naturalhealthservices.ca.