

PROCUREMENT SPECIALIST

The Research and Productivity Council (RPC) is NB's provincial research organization, a research & technology organization that offers analytical services and applied research. In business since 1962, we serve over 1000 clients annually from our locations in Fredericton, and Moncton, New Brunswick. RPC offers a challenging and rewarding work environment.

We currently have an opening for a full-time **Procurement Specialist**. As a Procurement Specialist, you will play a hands on, vital role in performing and managing procurement activities, ensuring compliance with government regulations, and optimizing cost-efficiency.

KEY RESPONSIBILITIES:

- Source and purchase scientific and industrial supplies, products, equipment and services.
- Obtain quotations, perform price inquiries with suppliers and process vendor purchase orders.
- Developing and executing procurement strategies aligned with corporate objectives.
- Build and manage supplier relationships, contracts, and negotiations.
- Conducting market analysis to identify cost-saving opportunities.
- Participate in vendor evaluation processes and related quality management activities.
- Ensuring compliance with public-sector procurement policies.
- Collaborating with internal stakeholders to help solve operational challenges.
- Identify and implement improvements in procurement processes.

QUALIFICATIONS & SKILLS:

To excel in this role, you should have:

- A degree in Business Administration, Supply Chain Management, or a related field.
- Experience in purchasing, public-sector procurement and/or contract management.
- Strong analytical, negotiation, and problem-solving skills.
- Experience with and knowledge of government procurement policies and regulations would be considered an asset.
- Proficiency with Microsoft Office suite of products.
- A continuous improvement mindset.
- Written and spoken competency in English is required. French language skills would be an asset.

Compensation will be commensurate with education and experience and is expected to be in the \$55,000 to \$70,000 range. RPC offers a generous benefit package including a Pension Plan, paid vacation, health and dental benefits, Top Up for Maternity Leave and more.

TO APPLY:

To apply please send your cover letter and resume to careers@rpc.ca referencing competition **#PSADMIN0625** on or before **June 13, 2025**.

*Review of applications will begin **as soon as possible** and will proceed until a suitable candidate is identified. Only those applicants chosen for an interview will be contacted.*

RPC is committed to the principles of employment equity, inclusion, and diversity.



RELIABLE. ACCURATE. **INNOVATIVE.** | FIABLE. PRÉCIS. **INNOVANT.**

careers@rpc.ca | rpc.ca