

## Position Profile

### Procurement Analyst (Student)

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Seeking a Procurement Analyst (Student) for a 4-month term. This position is based in either Edmonton or Calgary, Alberta and starts in the spring **2025** semester (i.e. May to August 2025).

### The Opportunity

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**Do you enjoy analyzing data and preparing reports and ensuring efficient and cost effective procurement processes? In this role, you will report to the Procurement Specialist, and be a key part of the Operations team. As a Procurement Analyst you will help Invest Alberta Corporation (IAC) , you will be responsible to:**

- Prepare and maintain various procurement reports including spend analysis and supplier performance metrics.
- Assist in developing performance indicators to monitor procurement activities
- Support supplier evaluation and selection processes
- Assist in maintaining supplier database and updating supplier information.
- Assist in the preparation and issuance of RFXs
- Ensure compliance with IAC's procurement policies and procedures.
- Maintain accurate and organized procurement records and documentation
- Assist in internal audits and reviews of procurement activities.
- Work closely with other departments such as finance
- Ad hoc projects as required.

### About the Organization

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Invest Alberta Corporation (IAC) works directly with investors to attract high-value and high-impact investments to the province. We bring industry, government partners, and economic organizations together to offer seamless services that make it easy for investment to flow into the province. With a strong entrepreneurial culture, we are taking new and innovative approaches to investment attraction.

Our clients come from a wide variety of backgrounds, and so do we. Invest Alberta Corporation is proud to be an equal opportunity workplace. In recruiting for our team, we welcome the unique contributions that you can bring in terms of your education, culture, gender, race, sexual orientation, religious or ethnic backgrounds or physical abilities.

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## Qualifications

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You are a post-secondary student working toward a relevant diploma or degree in Business Administration, Supply Chain Management, Procurement or a related field.

You will be a self-started with a curious and solution-oriented approach to your work who is not afraid to ask questions and learn. You will also be able to work individually or as a team and be able to effectively prioritize various projects.

Proficiency in Microsoft office suite, basic understanding of procurement and supply chain principle. Strong analytical skills and attention to detail.

In addition to the above, you must be able to provide proof of enrollment at a post-secondary institution to qualify for this work term.

## How to Apply

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Interested in being a part of a dynamic organization designed to have a positive impact on Alberta's future? If you are looking for an exciting and unique opportunity, to make a difference, and make connections, apply by email, including a cover letter, resume, and salary expectations to:

[hr@investalberta.ca](mailto:hr@investalberta.ca).

**Closing Date: March 28, 2025**

Thank you for your interest in Invest Alberta Corporation.

Only those candidates selected for interviews will be contacted. No phone calls please.

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