Water Security Agency

Procurement Coordinator

Division: Legal Services
Location: Moose Jaw, SK
Hourly Wage: $27.41 - $34.26
Competition Number: **WSA-41-2026/27**

Are you highly organized, detail-oriented, and passionate about supporting meaningful work? Join our team as a Procurement Coordinator.

This position you will play a key role in delivering effective, compliant, and customer-focused procurement services across the organization. Working closely with the Procurement Manager, you will coordinate procurement activities, support competitive purchasing processes, maintain critical documentation, and help ensure transparency and accountability throughout the procurement lifecycle.

This position will also serve as the central point for tender control activities, managing the secure receipt, tracking, redaction, and distribution of bid submissions. If you thrive in a fast-paced environment, enjoy collaborating with a variety of stakeholders, and are motivated by continuous learning and professional growth, we encourage you to apply.

The successful candidate will have completed a one-year business certificate or similar programwith 1-year of related experience, preferably in procurement, purchasing, contract administration, or a related field.

This role is subject to satisfactory criminal record check.

We offer rewarding career opportunities, competitive salaries, and a comprehensive benefits package.

To learn more about Water Security Agency and the meaningful work we do, visit *wsask.ca*.

To Apply:
Please submit a cover letter quoting the competition number **WSA-41-2026/27**, a detailed resume by **5:00pm November 12, 2026** and email **hr@wsask.ca**

We would like to thank all applicants for their interest; however, only those selected for an interview will be contacted.