



Job Opportunity

Manager of Procurement (1 Permanent Full Time)

Who We Are

The Saskatchewan Gaming Corporation (SGC) operates two casino properties – Casino Regina and Casino Moose Jaw under the regulatory authority and supervision of the Saskatchewan Liquor and Gaming Authority. SGC was established under the *Saskatchewan Gaming Corporation Act, 1994*, to operate casino gaming on behalf of the Province.

SGC is responsible to the Saskatchewan government through a Board of Directors appointed by Cabinet. SGC's profits are returned to Saskatchewan communities with 50% being used to support the Government's programs through the General Revenue Fund; 25% is distributed to non-profit community organizations through the Community Initiatives Fund and the Clarence Campeau Development Fund; and the remaining 25% supports First Nations communities through the First Nations Trust Fund.

Casino Regina, located in Regina's historic Union Station, opened to the public on January 26, 1996 and its premiere Show Lounge opened in November 2001. Casino Regina is conveniently located in the heart of Regina's downtown and is connected to the Delta Regina and the Cornwall Centre by a pedestrian walkway.

Casino Moose Jaw, located in Moose Jaw's historic downtown, was opened on September 6, 2002 and is connected by a pedestrian walkway to the Temple Gardens Mineral Spa.

As of March 31, 2008, the total combined workforce for Casinos Regina and Moose Jaw was 1050 employees. Of this, 800 are unionized and belong to four (4) bargaining units and are represented by the Public Service Alliance of Canada (PSAC), Retail, Wholesale and Department Store Union (RWDSU) and International Alliance of Theatrical Stage Employees, Moving Picture Technicians, Artists and Allied Crafts (IATSE).

SGC was recently named one of the Top 10 Employers in Saskatchewan and a Top 100 Employer in Canada. We are proud to have one of the most inclusive workforces in the country of which Aboriginal employees represent approximately 42% of the total workforce; women represent 55%; visible minorities represent 11%; and persons with disabilities represent 6%.

It is vitally important to us that every employee of SGC understands where we are headed and how each one of them contributes positively to the unrelenting pursuit of our vision, through our mission, ensuring that we do so in a manner consistent with our core values:

Vision

We are the first choice entertainment destination, delivering memorable experiences worth sharing and repeating. We lead the industry through innovative casino entertainment – “Even our competitors come to play”.

Mission

To provide every guest with an outstanding casino experience. Our passion for guest service excellence is in the details.

Values

- Respect:** *we embrace diverse backgrounds. People matter and we treat everyone as we expect to be treated.*
- Integrity:** *we are honest, fair and honour our commitments. We accept responsibility for our actions, both personally and professionally.*
- Passion:** *we feel strongly about achieving our goals and it shows in our enthusiasm for everything we say and do.*
- Innovation:** *we understand that to secure our place in the future, measured risks need to be taken today. To that end, we encourage and support cutting edge ideas that move us toward our goals.*

The Position

Reporting to the Director Support Services, the Manager of Procurement, will provide leadership and direction to support Saskatchewan Gaming Corporations procurement best practices with emphasis focusing on customer service. You will be responsible for planning, directing and reviewing the activities related to procurement practices as well provide consistent leadership to employees through effective coaching and feedback, to build a diverse and proud work team who consistently deliver excellent customer service.

Primary Responsibilities:

- Plans, directs and manages the procurement processes for Saskatchewan Gaming Corporation such as developing and administering Request for Proposals (RFP), review all RFP's, contracts developed internally and externally, reviews all documents for quality, accuracy, completeness and approval.
- Develops internal and external partnerships to ensure to encourage trust and empowerment. Act as a resource to provide information and determine the most effective process to meet the needs of clients as well as ensuring compliance with policies and regulatory requirements.
- Develops and implements departmental work plans and work with other departments to meet overall goals and objectives. Identifies and recommends changes to purchasing policies and practices by identifying opportunities for improvement.
- Provides leadership, coaching and other people management related support to direct reports, in an environment of open communication and client service excellence.
- Keeps current in best practices and innovations to develop, recommend and implement new approaches that advance service delivery in an efficient and effective manner.

Education and Experience

The ideal candidate will have a university degree in Business Administration or Arts and at least five (5) years of progressive experience in procurement. Candidates will also have three (3) years of experience in a leadership role. A combination of relevant education and experience may be considered.

Candidates must be a certified Professional Purchaser or Certified Professional Public Buyer or currently enrolled in the program to obtain certification.

Competency Requirements

KNOWLEDGE AND EXPERTISE: Demonstrates a significant degree of knowledge in procurement management.

COMMUNICATION SKILLS: Demonstrates the ability to communicate effectively, both orally and in writing.

PROBLEM SOLVING: Analyzes problems systematically, organizes information, and identifies key factors and key causes in order to generate solutions. Emphasizes logic and data when assessing situations and identifying possible courses of action and/or opportunities.

DEVELOPING OTHERS: Effectively utilizes the skills of subordinates to accomplish work objectives; and provides a degree of supervision, support and accessibility that is tailored to the subordinates' level of maturity and ability.

CLIENT FOCUS: Understands the service needs of a customer / client and actively focuses on anticipating, meeting and exceeding the needs in a timely and appropriate manner.

ATTENTION TO DETAIL: Ensures that work accomplished is accurate in all aspects.

TIME/PRIORITY MANAGEMENT: Effectively adapts to tight deadlines, heavy workloads and sudden or frequent changes in priority in order to accomplish goals.

CONTINUOUS LEARNING: Acquires and retains knowledge/understanding through study, instruction or experience.

Conditions of Employment

You must be able to obtain and maintain a Saskatchewan Liquor and Gaming Authority Certificate of Registration.

Application Information

If you are interested in this opportunity, please submit your resume and letter of application, quoting the competition number: **08-OC-F&BD-137**. Deadline for receipt of applications is **May 12, 2008**. Applications may be submitted in-person, mail, fax, or on-line:

Saskatchewan Gaming Corporation
Human Resources & Aboriginal Relations
2020 Saskatchewan Drive
Regina, SK, S4P 0B2

Fax: (306) 798-0449
Website: www.casinoregina.com

Other Information

Preference will be given to qualified candidates of aboriginal ancestry who self-identify and provide proof upon request. For more information regarding this competition, please contact Jane Howie at 787-1660.



We would like to thank all applicants who apply; however, only those candidates selected for further consideration will be contacted.