



## Procurement Specialist

Determinate/Indeterminate, Finance Department

### About Us

SNOLAB is Canada's deep-underground science laboratory, located at a depth of 2 kilometers in Vale's Creighton Mine near Sudbury, Ontario. The facility supports world-class astroparticle physics research and has attracted innovative life science and quantum technology programs. SNOLAB operates in a controlled, air-conditioned clean-room environment, supported by a suite of surface facilities and laboratories supported by a multidisciplinary team of scientists, engineers, skilled tradespeople, technical staff, and support staff.

By hosting and enabling the world's most advanced and sensitive underground experiments, SNOLAB bolsters Canada's scientific reputation, attracts new talent to our country and Northern Ontario, trains more highly skilled people, provides more opportunities for Canadian researchers to lead international projects, and generates economic benefits for Ontarians and Canadians.

### About the Role

The Procurement Specialist plays a key role in supporting SNOLAB's Finance Department by managing the purchasing of goods and services in line with SNOLAB and Queen's University procurement policies. This position ensures accuracy and integrity in all procurement documentation, maintains compliance with the Ontario Broader Public Sector Procurement Directive, and fosters effective communication with vendors, staff, and Queen's University procurement teams. By delivering ethical, transparent, and cost-effective procurement solutions, the Procurement Specialist helps ensure the smooth and continuous operation of SNOLAB. The candidate will be expected to:

- Coordinate and process purchase requests for SNOLAB using ReQlogic and Queen's University acQUIRE System, ensuring compliance with procurement policies and procedures.
- Coordinate public procurement with Queen's University



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- Review and validate purchase documentation, including quotations, sole-source justifications, and contracts, to meet purchasing requirements.
- Create, issue, and monitor purchase orders, ensuring accurate entry, tracking, and timely follow-up.
- Communicate with vendors to confirm orders, resolve issues, and track delivery timelines or shipping arrangements.
- Liaise with customs brokers to authorize international shipments and ensure proper documentation.
- Process payments for goods and services using a corporate P-Card, maintaining proper documentation and reconciliations.
- Provide user support for ReQlogic, including account setup, guidance, and assistance with purchasing procedures.
- Maintain positive working relationships with vendors, Queen's University procurement staff, and SNOLAB personnel to support smooth operations.
- Support year-end financial activities, audit preparation, reporting, and engage in continuous professional development to stay current with BPS Procurement Directive and Code of Ethics.

### **Closing Date: April 6, 2026**

Applications will be accepted until **11:59pm Eastern Time**.

### **Education and Experience:**

Post-Secondary diploma in accounting business administration, or a related field or an equivalent combination of education and experience.

### **Knowledge, Skills and Abilities:**

- Strong knowledge of the Ontario Broader Public Sector (BPS) Procurement Directive and the BPS Procurement Code of Ethics.
- Familiarity with accounting and financial systems (e.g., ReQlogic, acQuire, or similar).
- Demonstrated ability to maintain confidentiality, exercise discretion, and handle sensitive information appropriately.
- High accuracy and attention to detail in preparing and reviewing financial records.
- Strong analytical, decision-making, and problem-solving skills.



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- Effective written and verbal communication skills in a business and financial environment.
- Proficiency in Microsoft Office 365 applications, including Word, Excel, PowerPoint, Outlook, and web-based platforms.
- Excellent organizational, planning, and time management skills, with the ability to manage multiple priorities.
- Experience with shipping, receiving and customs requirements would be considered an asset.

**Salary Range: 70,673 - 80,722**

### **Total Rewards:**

All applications must be submitted to [jobs@snolab.ca](mailto:jobs@snolab.ca). **Please do not fax or mail your applications.** By applying to the e-mail address, your application becomes available to managers immediately. Interested candidates should include a cover letter and resume.

SNOLAB thanks all applicants for their interest, however, only those candidates considered for an interview will be contacted.

SNOLAB is committed to equity in employment and encourage applications from all qualified applicants, including women, Indigenous persons, members of visible minorities and persons with disabilities. In accordance with Canadian immigration requirements, priority will be given to Canadian citizens and permanent residents.

SNOLAB will provide support in its recruitment processes to applicants with disabilities, including accommodation that considers an applicant's accessibility needs.

Further information about SNOLAB may be found at [www.snolab.ca](http://www.snolab.ca)

*SNOLAB is located on the traditional territory of the Robinson-Huron Treaty of 1850, shared by the Indigenous people of the surrounding Atikameksheng Anishnawbek First Nation as part of the larger Anishinabek Nation.*

*We acknowledge those who came before us and honour those who are the caretakers of this land and the waters.*



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