

## PERMANENT EMPLOYMENT OPPORTUNITY

### Procurement Specialist *Halifax Nova Scotia*

### About the Workers' Compensation Board of Nova Scotia

The Workers' Compensation Board of Nova Scotia (WCB) is the province's provider of workplace injury insurance. We inform and inspire Nova Scotians in the prevention of workplace injury. But if it occurs, we support those whose lives it touches by championing a timely return to safe and healthy work. We also provide caring, compassionate support in the wake of workplace tragedy. Our employees describe the culture as Collaborative, Evolving, Service-Minded and Team-Focused.

**We wanted to let you know that WCB will be moving from our current Halifax location to a new space at 137 Venture Run, Dartmouth in September 2025.**

### About the Role

Reporting to the Manager, Procurement, the Procurement Specialist is the primary point of contact for the organisation's procurement services, supporting and improving procurement processes, and ensuring compliance with corporate policies. The Procurement Specialist will support the continuing evolution of the organization's procurement policies and procedures and ensure compliance.

The Procurement Specialist provides support to internal stakeholders throughout the procurement process. The Procurement Specialist supports the operational needs through the provision of sound advice related to the procurement of goods and services, in a fair, open, consistent, and transparent manner, resulting in best value for the organization.

### Your Experience & Skills

- Undergraduate degree in business, procurement, supply chain and/or logistics, or a related field. Minimum of five (5) years' experience in procurement related roles, demonstrating a progression in responsibilities and accountabilities.
- Specific knowledge of the Nova Scotia Government's procurement policies would be considered an asset.
- Experience in IT large scale procurement would be considered an asset.
- A recognized purchasing designation/accreditation (i.e. Certified Public Procurement Officer (CPPO), Certified Professional Public Buyer (CPPB) or Supply Chain Management Professional (SCMP), or successful completion of training through Supply Chain Canada (SCMP) or the Procurement School (PSPP) would be considered an asset.

**We offer a competitive compensation package ranging from \$69,709 - \$87,131.**

## Application Details

Please email your resume and cover letter as one document with your name and the job title in the document title (Microsoft Word format) to [hrdept@wcb.ns.ca](mailto:hrdept@wcb.ns.ca) by **4 pm on June 13<sup>th</sup>, 2025**. In the subject line of your email, please quote competition number: JV 104-25 EXT Procurement Specialist.

We thank all candidates for their interest. Selected candidates will be contacted to participate in interviews (virtual or in-person). *Please note:* WCB is required to check all employment references before presenting an offer to the successful candidate.

## Diverse & Inclusive Workplace

The WCB Nova Scotia is an equal opportunity employer, committed to an inclusive workplace culture and an accessible work environment where diversity thrives.

The WCB Nova Scotia is the province's provider of workplace injury insurance. Our people are safety champions with a caring, compassionate and can-do-attitude. At the WCB Nova Scotia, every employee is an important contributor to our organization's corporate goals. We strive to advance our inclusive workplace culture by weaving the social, cultural, visible, and invisible differences of our employees into our way of work. We also take inspiration from the diverse communities we serve across Nova Scotia.

We have adopted a foundational Inclusive Workplace Policy that strives to build upon our core values of safety, care and compassion. We stay in practice to increase our cultural competency and strengthen our relationships with community.

The WCB Nova Scotia is committed to an inclusive recruitment process and workplace that is accessible and accommodating to individuals with disabilities and other protected characteristics to support their full participation in the recruitment process and workplace.

## Accommodation Request

WCB Nova Scotia is an equal opportunity employer that is committed to working with job candidates and employees to request reasonable accommodation in a confidential manner.

To request accommodation, please contact the Human Resource team by email at [hrdept@wcb.ns.ca](mailto:hrdept@wcb.ns.ca). All information received will be kept confidential.