



PURCHASING COORDINATOR

Competition #: CC01282026PC

Cypress County is a rural municipality located in the southeast corner of Alberta. Home to approximately 7,800 residents, the County offers a relaxed rural lifestyle and a safe, welcoming community. Residents enjoy living on farms, acreage subdivisions, and in 10 small urban communities. With close proximity to the City of Medicine Hat, CFB Suffield, and Cypress Hills Provincial Park, the area offers an [exceptional quality of life](#) and is a great place to live and work.

We are expanding! We have an exciting opportunity for a **full-time Purchasing Coordinator** to join our team.

THE OPPORTUNITY

Cypress County is seeking a detail-oriented and proactive Purchasing Coordinator to support our procurement and inventory operations. Reporting to the Finance and Accounting Manager, this role is responsible for coordinating the acquisition, tracking, and distribution of materials and supplies for County operations. The Purchasing Coordinator maintains accurate inventory levels, ensures compliance with public procurement policies, and collaborates with departments and vendors to support efficient, cost-effective purchasing activities.

The ideal candidate brings strong organizational skills, experience in public procurement and inventory control, and the ability to build positive working relationships with internal teams and suppliers. This position offers the opportunity to contribute to effective service delivery, support continuous improvement, and play a key role in maintaining the integrity of the County's procurement processes.

QUALIFICATIONS

The successful candidate will ideally hold:

- Post-secondary degree/diploma in a program such as public administration, purchasing/supply chain management or business.
- Completion of a professional Purchasing Designation (Certified Professional Public Buyer (CPPB), Supply Chain Management Professional (SCMP), Certified Public Procurement Officer (CPPO) or working towards the designation.
- Minimum of three (3) years' experience in public procurement and inventory.
- Clear understanding of life cycle costing and actions for a public procurement process.
- Previous experience preparing RFP, RFQ and Invitation to Tender documents.
- Demonstrated knowledge of Procurement Law and Trade Agreements (NWFTA).
- Strong computer skills in a Windows environment utilizing spreadsheets, word processing and databases.
- Class 5 Driver's License with an acceptable driver's abstract.
- A management-approved equivalent combination of education and experience may be considered.

WHY CYPRESS COUNTY?

Cypress County offers a highly attractive total compensation package, including:

- Competitive salary and excellent benefits, including enrollment into the Local Authorities Pension Program upon your start date.
- A 37.5-hour work week.
- Support for learning and professional development opportunities.
- The chance to make a meaningful impact while enjoying a balanced rural lifestyle.

To learn more about what Cypress County has to offer please visit our website, www.cypress.ab.ca.

HOW TO APPLY

If this opportunity interests you, please forward your resume and cover letter no later than:

4:30 p.m. on Friday, Feb. 13, 2026, to competitions@cypress.ab.ca

To ensure your application is properly tracked, please include the competition number and your full name in the email subject line.

Subject Line Example: Competition CC01282026PC – First Last

Please also ensure your **name is clearly indicated on your resume and cover letter**. Applications that are missing identifying information may not be considered.

*Cypress County would like to thank all applicants for their interest and time
but only those under consideration will be contacted.*