

Through our Whitehorse campus and 12 community campuses across the territory, Yukon University (YukonU) partners with the 14 Yukon First Nations in all that we do. Reconciliation and Indigenization are paramount values at YukonU. Building relationships with, and responding to Yukon First Nations needs, through programming and research is at the core of our institution.

YukonU is a hybrid institution, offering degree, diploma and certificate programming across a multitude of disciplines, including trades and university prep coursework. Research is a significant component of YukonU as well; we've achieved top spot for the number of paid student researchers, as compared to similar-sized institutions.

Join us as we continue to build the North. Together we thrive!

**Quoting the competition number, please submit your resume and cover letter to:**

**Yukon University  
Human Resources Services  
Box 2799, 500 University Drive  
Whitehorse, Yukon Y1A 5K4  
f. 867 668 8896  
hr@yukonu.ca**

As a condition of employment, completion of an attestation form is required, confirming that you are fully vaccinated against COVID-19 or have an approved exemption under the Yukon Human Rights Act.

**For information on all job competitions, visit  
[YukonU.ca/employment](https://www.yukonu.ca/employment)**

## **Procurement Finance Officer Finance and Administrative Services Ayamdigut (Whitehorse) Campus**

**Permanent Position**

**Salary: under review**

**(Based on 75 hours bi-weekly)**

**Employment Opportunity No.: 21.137**

**Closing Date: January 14, 2022**

The Finance and Administration Department is seeking a dedicated individual who enjoys working with students, staff, and the public.

You will provide effective financial and procurement support to the Manager of Procurement, Contracts and Risk, the Manager of Finance, internal clients and divisions, and external vendors and contractors. You will process day-to-day procurement and financial transactions, to ensure the Finance team maintains the highest operational and compliance standards as required by legislation and YukonU's policies, procedures and processes.

The ideal candidate will have related post-secondary coursework and experience performing procurement functions in an office environment. Micro-credentials in Supply Chain Management or Procurement from a recognized institution or association will be considered an asset.

You should also have an understanding of the procurement cycle and contract law, as well as a good knowledge of material management. Excellent interpersonal, analytical and communication skills are essential.

Consideration will be given to those with an appropriate combination of education and experience.