



## Employment Opportunity

### Procurement & Asset Management Specialist

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Department:	Community Infrastructure
Posting Date:	February 6, 2026
Location:	Nipissing First Nation, ON
Schedule:	35 hours per week
Job type:	Permanent, Full Time
Vacancies:	One (1)
Reports To:	Director of Infrastructure & Planning
Salary Wage:	\$61,206.80 to \$80,753.40

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Nipissing First Nation is seeking a Procurement & Asset Management Specialist. This position supports the Director in sourcing and purchasing goods and services, ensuring cost-effective procurement in accordance with Nipissing First Nation policies. The role provides senior-level administrative oversight of procurement and capital asset management, including supporting documentation and adherence to lifecycle asset management policies.

#### What You'll Do in the Role

- Provide senior-level administration of the lifecycle asset management system.
- Assist in the preparation and management of asset documentation, including contracts, schedules, budgets, and reports.
- Coordinate meetings, prepare agendas, and document minutes and action items.
- Monitor timelines and deliverables, ensuring alignment with NFN's requirements.
- Track expenditures and assist with financial reporting and budget reconciliation.
- Ensure compliance with procurement policies and procedures as well as regulatory requirements.
- Maintain organized records and databases related to asset lifecycle management for NFN's capital assets.
- Assist the Director with asset lifecycle planning.
- Oversee asset tracking activities (e.g., GPS, RFID, or QR codes).
- Recommend maintenance and disposal of assets to the Director on a timely basis.



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- Oversee disposal activities for assets being disposed of and record them in the database.
  - Support risk management and issue resolution processes.
  - Implement procurement strategies to ensure cost-effective procurement.
  - Source suppliers and negotiate contracts, pricing, and terms, for approval by the Director.
  - Establish and evaluate supplier performance and ensure compliance with contractual obligations.
  - Support the Finance department to manage purchase orders and track deliveries as required.
  - Collaborate with team members and other departments to forecast demand and ensure timely procurement.
  - Maintain accurate records of purchases, pricing, and inventory.
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#### ♥ ♥ Reasons to Join Nipissing First Nation

At NFN, we don't just offer a job, we offer a purpose-filled career in service to our community. Our workplace is one where learning is encouraged, growth is supported, and our culture is celebrated.

- ✓ Work with a passionate team rooted in community values
- ✓ Be part of an inclusive, supportive work culture
- ✓ Competitive salary and defined contribution pension plan
- ✓ Comprehensive benefits package – medical, dental, vision, life, and disability
- ✓ Business Casual dress and modern workplace practices
- ✓ Training, mentorship, and ongoing development opportunities

#### 🌴 Vacation Time:

Start with three (3) weeks of vacation, plus enjoy a two (2) week paid office closure over the December holiday season – giving you time to rest, reset, and reconnect.



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#### Additional Leave:

We offer better-than-average leave benefits to support your health, wellness, and work-life balance.

#### What You Bring to the Table

- Must have a 3-year Diploma in Business Administration or a Diploma in Supply Chain Management
- Must have 3 years' work experience in procurement and/or asset lifecycle management
- Beneficial to have a Certification as Certified Purchasing Professional (CPP)
- Strong negotiation and excellent communication skills
- Proficiency in procurement software and in asset lifecycle management software
- Familiarity with capital budgeting
- Knowledge of contract law & vendor management best practices
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- Ability to analyze data and make informed decisions
- Familiarity with ERP systems (Sage 300)
- Strong organizational & multitasking abilities

#### Application Deadlines and How to Apply

Nipissing First Nation follows a structured and fair hiring process. Please identify your eligibility clearly in your application.

##### Round 1 – Closing February 20, 2026,

*Only open to registered Nipissing First Nation members.*

(Round 1 applicants will be considered at this stage.)

##### Round 2 – Closing February 27, 2026,

*Only open to spouses and children of registered NFN members and registered members of*



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*other First Nations.*

(Round 2 applicants will be considered at this stage.)

#### Round 3 – Closing March 6, 2026,

Open to all applicants (status and non-status).

Posting will remain open until the position is filled.

If you are excited by this opportunity and want to make a meaningful impact with Nipissing First Nation, please submit your **cover letter and resume** to:

✉ [resumes@nfn.ca](mailto:resumes@nfn.ca)

🕒 **Deadline: 4:30 p.m. on the date assigned to your eligibility round**

#### **Are You a Member of NFN?**

Nipissing First Nation is deeply committed to the training, development, and employment of our members. ***We strongly encourage NFN members to apply,*** even if you don't meet every qualification. Your lived experience matters, and we consider all aspects of your background in the hiring process.

As per **Section 24(1)(a)** of the *Ontario Human Rights Code*, **preference will be given to First Nation applicants.**

***Miigwech to all applicants for your interest.  
Only those selected for an interview will be contacted.***