

Procurement Specialist

Buy what a company or government needs, at the best price, without breaking the rules.

TYPICAL PAY

\$75,000

a year, full time

PAY RANGE

\$51k to \$120k

starting to experienced

TIME TO QUALIFY

2 to 4 years

after high school

DEMAND

Moderate

job outlook

LICENCE NEEDED

No

anyone can do it

WHERE YOU WORK

**Government, hospitals,
manufacturers, mining and energ...**

How you get there

- 1 High school diploma** Grade 12
Math, business and English. Learn to write clearly; contracts are words.
- 2 Diploma or degree** 2 to 4 years
Job Bank says employers usually want a college diploma or a bachelor's degree in business, commerce or economics. Buying technical goods can call for an engineering background instead.
- 3 First job** Right after school
Purchasing clerk, junior buyer or procurement coordinator. Government internships and co-op terms are common ways in.
- 4 Specialist** 2 to 4 years
After 2 to 4 years you run your own tenders and contracts.
- 5 Designation (optional)** 2 to 4 years, part time
The SCMP (Supply Chain Management Professional) needs at least 3 years of supply chain experience, 8 modules, 6 workshops and a case exam.

Pros and cons

- + Solid pay for a 2 to 4 year education
- + Huge public sector demand with pensions
- + Hybrid work is normal
- Heavy paperwork and strict rules
- Everyone wants their purchase yesterday; you are the one saying wait
- Losing bidders may complain or appeal your decisions

Good to know

The federal government is Canada's biggest shopper

Public Services and Procurement Canada buys goods and services for federal departments, from office chairs to warships. Businesses find and bid on those contracts through a site called CanadaBuys.

Buy Canadian is now policy

CanadaBuys carries a Buy Canadian policy that gives priority to Canadian suppliers and materials in government purchasing. Procurement specialists are the people who have to apply it, bid by...

Optional boosts

SCMP (Supply Chain Management Professional). CPPB or CPPO (public procurement certifications). Contract law and negotiation courses. A technical background.

Where these numbers come from

Job Bank: Procurement specialists, wages (updated Nov 2025)
Job Bank: Procurement specialists, employment requirements
Supply Chain Canada: SCMP designation
Public Services and Procurement Canada

Numbers checked September 2026. Pay figures are typical full-time annual amounts in Canadian dollars, based on Government of Canada Job Bank wage data and published salary grids. They vary by province, employer and experience. Tuition is for domestic students. Sources, links and the click-through version: <https://career.help/ca/careers/procurement-specialist>



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