

Job Posting:172971 - Position: W26 Procurement Data Analyst Student 172971

Co-op Work Term Posted:	2026 - Winter
App Deadline	09/24/2025 09:00 AM
Application Method:	Through Employer Website
Posting Goes Live:	09/09/2025 08:52 PM
Job Posting Status:	Approved

ORGANIZATION INFORMATION

Organization	PCL Construction
Address Line 1	5410 - 99 Street
Address Line 2	North American Headquarters
City	Edmonton
Postal Code / Zip Code	T6E 3P4
Province / State	AB
Country	Canada

JOB POSTING INFORMATION

Placement Term	2026 - Winter
 Job Title 	W26 Procurement Data Analyst Student 172971
Position Type	Co-op Position
Job Location	Edmonton, AB
Country	Canada
Duration	4 or 8 months
Salary Currency	CAD
Salary	Salary Not Available, 0 Major List
Job Description	

Job Title: Procurement Data Analyst Student

Job ID: 9858

The future you want is within reach.

At PCL, we build the places where life happens and find camaraderie in the process. We're a community of builders committed to building better communities. That's why we're always looking ahead, and not just to the next project or what's next in our industry. We're also looking at what's next for you and how we can help you build a career you're proud of. We are currently seeking a Supply Chain Student within our Edmonton Buildings District to work as a **Procurement Data Analyst Student**. We are looking for students available for **4-8 month** term starting **January 2026**.

Here's how a(n) Procurement Data Analyst Student for our Edmonton Buildings office contributes to our team:

Responsibilities

- Purchase materials/assets and services as directed and in accordance with policies and procedures using cost-effective approaches for each transaction.
- Apply relevant purchasing/supply agreements to daily purchases
- Proactively expedite and follow up on all aspects of the purchasing process with suppliers to schedule deliveries and resolve material discrepancies, outstanding or overdue deliveries, warranty claims, and return of material
- Ensure that all purchases are conducted ethically and legally in accordance with district/company policies
- Prepare and analyze Requests for Quotes (RFQs)
- Interpret basic information requests and recognizes sources of information required to respond

- Other duties as required

PCL is an innovative, employee-owned company comprised of people who find passion in their profession and take pride in doing great work every day. Our work powers the infrastructure and utilities that are essential to daily life and our projects are the scene of vacations, careers, education and healing. We are consistently ranked among the best companies to work for because we are committed to supporting and developing our teams.

The PCL Companies celebrate diversity and are proud to be an equal opportunity employer. We are committed to creating equitable opportunities and an inclusive environment for all employees and applicants. We make employment-related decisions without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, age, disability or veteran status. PCL combines numerous pay and benefit strategies to provide a comprehensive and competitive total rewards package. Any salary range displayed by a job board is an estimate. Your salary, which considers your unique qualifications and experience, is just one component of the robust total rewards you'll enjoy at PCL. This may include an employee share purchase offering, discretionary annual performance bonus, comprehensive benefits and wellness programs, retirement plan plus matching, and career development programs.

Should you require an accommodation during the application process, please contact us at careers@pcl.com with the position and location you are interested in.

Together, we can build success and a better future. Let's get started!

Job Requirements

Qualifications

- Currently enrolled in a Supply Chain Management, Operations Management, Business Analytics, Business Technology Management, or Management Information Systems specialization in a post-secondary institution
- Excellent verbal and written communication skills
- Basic exposure to applicable laws and regulations related to procurement activities
- Basic understanding of supply chain process, project life cycle, procurement best practices, and risk
- Strong interpersonal skills with the ability to deal with people sensitively, tactfully, and diplomatically
- Aptitude and desire for corporate social responsibility, integrity in business practices, and ethical decision making
- Ability to perform multiple projects effectively in a fast-paced, results-oriented environment
- Strong computer literacy; experience using Microsoft Office software. Knowledge in Power BI is an asset
- Access to a reliable, clean car

Citizenship Requirement N/A

APPLICATION INFORMATION

Application Procedure Through Employer Website

Cover Letter Required? Optional

Special Application Instructions

Application Link:

<https://careers.pcl.com/job/Edmonton-Procurement-Data-Analyst-Student-AB/1324471800/>

Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website. Applications are accepted on a rolling basis and the posting may be expired at any time by the employer as submissions are received. Students should submit their applications as soon as they are ready.