

Procurement Manager

Openings	1
Location Name	City Hall Grande Prairie, Alberta, CA
Date Posted	Aug 04, 2017
Profession	Accounting/Finance
Experience Level(s)	Senior
Job Type(s)	Permanent, Full Time
Education Level(s)	University - Bachelors, Professional Designation
Job ID	job-1308

Position Summary

Job Overview

As the Procurement Manager, you will provide value added, cost effective and innovative, corporately focused, supply chain management to support your internal customers. You will assist all City departments with the acquisition of materials, equipment, goods and services and will be responsible for coordinating the development, implementation and operation of the procurement system. In addition, you will be a resource to corporate management and operations, providing direction on procurement strategies and methods for the City. Representing the City's interests in dealing with consultants, contractors and other institutions and organizations, you will facilitate and advise on compliance under NAFTA, AIT and TILMA. City Council will expect your advice relative to legislation and legal issues related to procurement. As the leader of a fast paced, dynamic team, you will set the bar for exceptional customer service.

Main Responsibilities

As the Procurement Manager, you will:

- provide Procurement Leadership,
- performing a consultation role with staff on procurement issues ranging from strategies, methodologies and procedures, ensuring that procurement meets customer needs and provides a fair and transparent process to achieve the City's objectives.
- facilitate and advise on all competitive bidding reviews (RFQ, RFI, RFP, EOI, Tenders) for content and procedure.
- manage risk, liaising with architects, contractors, local construction association and lawyers. You will research, review, interpret and develop contracts, agreements and documents.
- manage the Bidding Process including document development, scope of work and evaluations ensuring conformance with legislation and regulations.

- develop processes and procedures relating to various Purchase Order systems.
- implement and manage software associated with Procurement and Inventory, provide training and respond to user concerns.
- manage the City's electrical and natural gas accounts, assisting in the evaluation and negotiation of contract rates to ensure affordable, long term supply.
- lead the Business Planning and Budget function for the Procurement department in a 4 year planning cycle, including monthly variance analysis and reporting.
- be responsible for Health & Safety under the City's policy.
- lead, manage, coordinate, train, coach, mentor, and inspire Procurement staff, providing customer service excellence to City departments.

Qualifications

You will have:

- University Degree in business or a discipline relevant to procurement from a recognized University or College.
- Current Professional designation or certification through SCMA, CPPC and/or NIGP and the ability to maintain this certification is required.
- Minimum of 7 years experience in a senior procurement role, preferably in the public sector, including 4 years progressively responsible supervisory experience.

You will be:

- Highly results oriented, well organized, analytical and adaptable.
- Leader able to thrive in a fast paced team environment
- Tactful, diplomatic, well spoken and possess exceptional communication and listening skills.

What We Offer

At the City of Grande Prairie, we recognize and value that people have lives outside of work. We offer flexibility with scheduling, have higher than minimum vacation entitlements and comprehensive benefits that not only cover you when you're sick but encourage you to be well. We have wellness events, social activities, community fundraising activities and a supportive work environment where you can grow your career. The City of Grande Prairie is proud to be an Employer of Choice!

Job Location

City Hall, 10205 – 98 Street

Hours of Work

Monday – Friday, 8-5 pm

Salary/Wage

\$112,548 – 137,030 annually

Selection Process

We thank you in advance for your interest. Those selected for an interview will be contacted by phone or email. We will contact those who did not make it to the interview stage by email within 1 month of the closing date of this job posting.

1. Submit your cover letter and resume using the "Apply Now" tab on this web page.

Note: Once you apply and upload a resume you should receive an email confirming that your application has been submitted for this position. If you receive this email, there is NO further need to contact us regarding this position.

2. Applications will be reviewed, short-listed and interviews will be scheduled.

This posting may be used to fill more than one position.

This posting may be used to fill future vacancies in this position.

Due to the high volume of applications that we receive per job posting, we are not able to answer job specific questions before the interview stage. If you are successful in getting to the job interview stage, we will be more than happy to answer any questions you might have at that time.

Applications are being accepted until September 01, 2017