

EDMONTON

Senior Buyer Job Number: 31577

It takes more than just a procurement background to be successful in the role of Senior Buyer; strong procurement knowledge and relationship building skills are what lead to improved contracts and satisfied Business Partners. Are you ready to balance risk, strategy and business partners needs all at the same time? If so, keep reading!

The City of Edmonton spends approximately \$1.5 billion annually on a wide range of goods, services and construction. The City expects that all purchases will be conducted in an open, fair, transparent and accountable manner that achieves best value for the City and supports City Council's environmental, social and economic objectives.

In the role of Senior Buyer you will perform procurement activities that support these goals. Reporting directly to the Procurement Manager, your daily responsibilities will make a difference everyday as you:

- Collaborate with Business Partners in order to provide procurement planning and advice for both competitive, invitational, and noncompetitive procurements for your assigned portfolio
- Review and consult with business partners regarding their requirements and specifications, including evaluation criteria and weightings, for completeness and for developing an appropriate strategy
- Compose various competitive procurement documents including Tender, RFP, and NRFP
- Proactively manage the entire competitive procurement process, including issuing of Tender/RFP/NRFP documents, facilitating evaluation process, negotiation, and providing advice to Business Partners throughout the process
- Negotiate and award contracts within delegated authority and make award recommendations where decisions are above delegated authority
- Advise and assist with non-competitive (single source and sole source) purchase requests from Business Partners
- Ensure compliance and quality assurance with various City processes (bylaws and procedures), trade agreements, laws of competitive bidding and any applicable regulations
- Perform research and spend analysis that supports determination of appropriate procurement strategies and ensures best value to the City when renewing or extending agreements
- Provide leadership, guidance, assign work to buyers and other staff who perform procurement or administrative functions
- Participate, when requested, in process review and reengineering efforts with the objective of modernizing procurement operations

Qualifications:

- Completion of a Supply Chain Management Professional (SCMP) designation from the Supply Chain Management Association (SCMA) or a Certified Public Procurement Officer (CPPO) certification from the Universal Public Procurement Certification Council (UPPCC)
- 6 years purchasing experience, including 3 years experience in a corporate centralized purchasing environment performing end to end responsibility for Tender / RFP / NRFP processes
- Experience planning and leading both routine and significant procurements including multi stage procurements
- Experience in public sector competitive procurement is highly desirable
- Experience and strong understanding of construction project management, delivery methods, and related procurement / contracting approaches for planning, design, and construction services is a strong asset
- Experience with technology related procurements / contracting approaches is an strong asset
- Expert knowledge of public procurement policies and processes, tender and contract law, and trade agreements
- Demonstrated ability to assess and determine appropriate procurement strategies and documentation as well as effectively conduct RFX processes including analysis and evaluations
- Ability to supervise staff, assign work, and lead projects and initiatives using project management principles
- Strong verbal, written, negotiation, facilitation, and presentation skills and the ability to work with all levels of Business Partners and suppliers
- Ability to work independently and to use judgment in resolving challenges and prioritizing to achieve results
- Able to build, manage and maintain successful and effective relationships with colleagues, team members, Business Partners and suppliers
- Self-motivated, organized and able to manage heavy workloads and conflicting priorities
- Strong proficiency using Google, including documents, spreadsheets, and presentations, proficiency in Microsoft Office Suite (Word, Excel); preference for SAP experience in the Materials Management module
- Applicants may be tested

We are an equal opportunity employer.

We welcome diversity and encourage applications from all qualified individuals.

Up to 5 permanent full-time positions and 1 temporary full-time up to 11 months positions

Hours of Work: 33.75 hours per week, Monday to Friday

Salary: \$44,399 - \$55,726 (Hourly) \$78,114 - \$98,175 (Annually)

Recruitment Consultant: JF/JP

Classification Title: Senior Buyer

Posting Date: Jan 12, 2018

Closing Date: Jan 28, 2018 11:59:00 PM (MST)

Number of Openings (up to): 6 - Permanent and Temporary Positions Full-time

Union : CSU 52

Department: Procurement (Financial and Corporate Services)

Work Location(s): Various Locations (City Wide)

TO APPLY: <https://recruitment.edmonton.ca/job/CITYA000C253/Senior-Buyer>



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