

Senior Buyer, Contracts and Vendor Relations - Purchasing Division

Job Number: 34145

Not only can you borrow with Edmonton Public Library (EPL), now you can also buy! EPL is seeking an experienced Senior Buyer to join our Purchasing Team. We offer competitive compensation, an excellent pension and benefits plan, and an earned day off program. The Library is a great place to take your career!

As a Senior Buyer, you will provide leadership and oversight on our core operations team. You will perform purchasing and supply chain functions with the responsibility and authority to make commitments for the procurement of a wide range of goods and services for EPL. From outfitting our Makerspace with cutting edge technology to innovative furniture and shelving used in our branches, our buys are as varied as our libraries.

With a focus on contracts and vendor relations, you will determine contract requirements and develop agreements, execute contracts, monitor contract performance, resolve disputes, and close out contracts. A key function of this role is to ensure strong vendor relations and communication to ensure that the terms and conditions of contracts are being satisfied. As a seasoned professional, your exceptional multi-tasking abilities combined with your outstanding organizational skills are vital in this role.

Customer service is paramount to everything that we do at EPL. As the ideal candidate, your excellent relationship building skills are essential to customer satisfaction and vendor relations. Your attention to detail will be instrumental in composing and/or providing support in developing documentation (including legal aspects, technical specifications, evaluation criteria, and weighting) ensuring the accuracy of contracts, agreements, and purchase order documentation.

Qualifications:

- Completion of an appropriate professional purchasing designation such as the Supply Chain Management Professional Designation (SCMP) and the Certified Public Procurement Officer (CPPO) or equivalent.
- Completion of a related university degree is preferred.
- A minimum of five years of related purchasing experience, including experience in a corporate centralized purchasing environment.
- Experience in public sector procurement is an asset.
- Experience using SAP is preferred.
- Experience with an Information Technology and Construction portfolio is an asset.

Note: Equivalencies may be considered.

What do you need to bring to this position?

- Demonstrated experience in successfully managing vendor relations.
- Ability to understand and address the challenges related to procurement.
- Expert knowledge of procurement policies, procedures, tender and contract law, and trade agreements as well as various procurement strategies.
- Detail-oriented with a demonstrated ability to multi task and manage time effectively.
- Excellent verbal and written communication, including interpersonal, negotiation, facilitation, and conflict resolution skills.
- Strong customer service orientation with the ability to understand the needs of the client.
- Demonstrated ability in establishing and maintaining effective working relationships with internal and external customers including vendors.
- Proficiency using Microsoft Office and ERP computer systems.

Note: Satisfactory background screening is required for this position, which includes a Criminal Record Check/Police Information Check.

Who we are:

The secret ingredient for making EPL a magical place is no secret at all; in fact, it's very simple: We share. We share stories, ideas and experiences. We share with our customers, our communities, and ourselves. We are Edmonton's largest lender of all manner of information and entertainment.

Pay Band:

\$38.56 to \$49.22 per hour*

*Approximately \$70,449 to \$89,925 per annum based on a 35 hour work week.

This is a new position. The Employer and the Union are currently discussing the classification and working conditions. In the event of a change to the recommended classification level, the resulting rate of wages shall be retroactive to the date of the appointment.

Posting Date: Sep 21, 2018

Closing Date: Sep 30, 2018 11:59:00 PM (DST)

To apply:

For more information about this position and other jobs available at the Edmonton Public Library, please visit <https://www.epl.ca/careers-at-epl/> and apply online. Only candidates who are selected for an interview will be contacted.