

Buyer Job Number: 39950

The City of Edmonton spends approximately \$1 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 the best value for the City and supports City Council's environmental, social and economic objectives.

Under the guidance of a Senior Buyer and reporting to the Procurement Manager, you will perform procurement activities that support these goals. You will:

- Collaborate with Business Partners and Procurement staff to develop the appropriate sourcing and procurement strategies for both competitive and noncompetitive procurement for your assigned portfolio
- Review assigned sourcing requests and documentation for completeness and action; request/determine if additional information needed
- Work with business partners to compose various RFx documents of a low to intermediate complexity and risk and manages the process; obtain approval of RFx plan and documents from Senior Buyers or Procurement Managers, where required
- Receive and review submissions for compliance; prepare bid summary and evaluation spreadsheets; perform analysis of pricing and financial information completed in conjunction with or on behalf of the Senior Buyer
- Prepare contract award documentation; perform due diligence process and documentation review, manage contract assembly and prepare complete and accurate procurement award reports with appropriate supporting documentation
- Manage non-competitive purchases including: requesting quotes, reviewing quotes, seeking clarification, completing contract reviews by Law and business partners
- Additional related duties as required

Qualifications:

- High School Diploma or GED AND Supply Management Training (SMT) Diploma from the Supply Chain Management Association (SCMA), or a Certified Professional Public Buyer (CPPB) certification from the Universal Public Procurement Certification Council (UPPCC)
- 4 years of diversified procurement experience in a corporate centralized purchasing environment
- Experience in public sector procurement is an asset
- Strong knowledge and understanding of procurement practices, policies, procedures, tender/contract law, trade agreements and various procurement strategies/approaches
- Ability to adapt to rapidly changing situations and conflicting priorities while maintaining a high degree of professionalism
- Strong analytical, critical thinking, decision making, customer service, communication and problem-solving skills
- Ability to develop and maintain effective and professional working relationships with colleagues, business areas and suppliers
- Excellent computer skills: the ability to learn, utilize and update various databases, programs and ERP systems such as SAP Ariba as well as strong knowledge of the Google Suite of products and Microsoft Office (Word, Excel)
- Applicants may be tested

We are an equal opportunity employer.

We welcome diversity and encourage applications from all qualified individuals.

Up to 2 permanent full-time positions and 1 temporary full-time position for up to 11 months

Hours of Work: 40.0 Hours per week. Monday - Friday

Salary: \$31,909 - \$39,922 (Hourly); \$66,625.990 - \$83,357.140 (Annually)

Talent Acquisition Consultant: IS/MZ

Classification Title: Buyer - 8Hr

Posting Date: Dec 29, 2020

Closing Date: Jan 12, 2021 11:59:00 PM (MST)

Number of Openings (up to): 3 - Permanent and Temporary Positions Full-time

Union: CSU 52

Department: Corporate Procurement and Supply Services

Work Location(s): Century Place, 4th Floor, 9803 - 102A Avenue Edmonton T5J 3A3