

Career Opportunity



Procurement Specialist (Digital/Technology)

1 Full-time, Permanent Position

Need to Know

At Edmonton International Airport, we offer challenging, rewarding opportunities that allow employees to thrive in what they do. Our work culture is known for being open, collaborative, and inclusive. We recognize that great work gets accomplished when spontaneous fun is involved, and we make an effort to celebrate successes and milestones whenever we can. We are also big believers in the power of setting professional goals and encourage employees to do so on a regular basis. We always want to know how we can support our most valuable stakeholder and enhance the partnership that exists between managers and their employees.

We look for positive, energetic people to fill vacancies on our team who are not afraid to take on inevitable challenges. We also look for diversity among our applicants, including in backgrounds, experiences, perspectives, and ways of working together. It is this diverse community of people that allow us to shine and make better decisions that support our business plans.

You should also know that one of our core values is “invested in our talent”. We consider professional development, specialty training and career growth among our top priorities. To learn more about us, [visit our website](#).

If this sounds like somewhere, you would like to work, see below for our latest hiring opportunity.

Is This Role for You?

A new opportunity exists for a skilled Procurement Specialist, Digital/Technology who is detail oriented and passionate about working in a dynamic and fast-paced environment. We are looking for someone who is adaptable and loves to learn. This position will support primarily Edmonton Airports’ Digital and Technology Strategic Business Units by providing expert sourcing and contracting guidance and advice to build maturity in sourcing of these products and services. This includes defining requirements in collaboration with Strategic Business Units, advising on procurement strategies that align to the best outcomes; creating RFXs; leading competitive processes; developing contract templates for consulting services, software licensing, consulting and hosting services, alliance/partner agreements, and other related requirements. The position will also be responsible for maintaining service level agreements.

To be successful in this role you will have experience in Digital and Technology contracts, with a clear understanding of commercial contract terms relevant to technology; strong knowledge of the marketplace for digital and technology integrated products and partners; stellar communication skills; a high level of dedication to process adherence and business simplifications. The Procurement Specialist must be a “customer-centric” professional, able to interpret information and translate into expectations of the organization, meet concurrent deadlines, independently solve problems, prioritize requests, and handle multiple tasks efficiently.

Day in The Life

You might be wondering what you can expect in a typical day at work. Every day will bring new opportunities, focusing on key responsibilities, including:

- Support Digital and Technology requirements through the economic and timely procurement of products and services. This position will also support other categories as required.
- Administration of client contracts on an ongoing basis, and monitor contractual obligations and performance metrics
- Leading competitive process, including providing expertise on contracting strategy, sourcing, analyzing proposals, contract review and development, vendor negotiations, and contract administration.
- Vendor sourcing, prequalification, and management.

Edmonton International Airport is an equal opportunity employer

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- Act as a liaison between stakeholders and Supply Chain Services, and partner with internal customers to determine specific customer and other compliance requirements
- Ensure internal customers are fully informed of and are in adherence with procurement policies and procedures
- Schedule and conduct internal and external contract reviews in accordance with set schedules, and develop improvement action plans
- Assist in improving Procurement procedures and policy and ensure that they are followed
- Other related duties as assigned by Supervisor

You Have:

- Bachelor's degree in Business Administration, Technology, Digital or related field
- Completion of, or working towards, a Supply Chain management Professional (SCMP-PMAC) Designation or equivalent, preferred
- Experience creating RFPs, RFIs, RFQs, etc., leading competitive processes; developing contract templates for goods & services supply and consulting services.
- Experience in a contracting environment with direct involvement in preparation and negotiation of high value contracts is highly preferred.
- Working knowledge of digital contract organization and contract lifecycle management
- 6+ years of recent procurement experience. 2+ years of experience in Technology/Digital Contracts and service level agreements would be considered an asset. Combination of education and experience may be considered
- High degree of attention to detail, with a proven understanding of complex contracts and terms
- Ability to interpret bids and translate into expectations of organization
- Excellent critical thinking as well as analytical and problem-solving skills
- Experience bringing technological and innovative solutions through procurement
- Knowledge and understanding of Procurement law
- Strong English communication skills, both written and verbal
- Proficient in the Microsoft Office Suite. Microsoft Dynamics knowledge and experience would be considered an asset
- Ability to generate meaningful reports to spur continuous improvement
- Must secure and maintain appropriate airport security clearance and acceptable criminal records check

REPORTS TO: Manager, Contracts Management
BAND: Band 7 (Included in the bargaining unit)
SALARY: \$42.56 - \$47.11 per hour
POSTING DATE: September 23, 2020 (Internal/External)
CLOSING DATE: October 17, 2020 @ 5:00 P.M. (Internal) or until suitable candidate is found (External)