

Job Title: Vendor Performance Management Specialist

Vendor Performance Management Specialist

ABOUT AGLC

Alberta Gaming, Liquor & Cannabis (AGLC) is a dynamic organization leading Alberta's gaming, liquor and cannabis industries. Our team of high performers is driven to provide our customers with outstanding service and Albertans with choices they can trust.

ABOUT CORPORATE SERVICES

This Corporate Services Division provides corporate business support services for AGLC. It consists of the Office of the CFO, Corporate Operations, Finance, Procurement, Properties, Strategy, Enterprise Risk Management and Internal Audit.

ABOUT THE POSITION

Vendor Performance Management Specialist

Job Req: 652

Location: St. Albert Office

Division/Branch: Corporate Services / Procurement

Classification: Information Officer 4 (044)

Status: Union

Employment Status: Permanent Full Time

Salary: \$72,445.77 - \$94,962.24

Closing Date: April 25, 2021

JOB SUMMARY

Reporting to the Manager, Vendor Performance Management, the Vendor Performance Management Specialist (VPM Specialist) is responsible for supporting, engaging in and carrying out contract and vendor performance management activities for AGLC. The VPM Specialist will also support the Administrative Assistant and Contracted Services unit in administration of the central procurement contract records and associated reporting requirements.

The Vendor Performance Management team provides progressive and proactive services to help business areas maintain contract value/compliance throughout the contract life cycle, while working with their procurement counterparts to implement performance measures to drive vendor performance and accountability. The VPM Specialist delivers services that add value to AGLC and that enable the achievement of business objectives while demonstrating excellence, fairness, integrity, openness and transparency in all aspects of their work.

The VPM Specialist's responsibilities include vendor performance management, stakeholder relations, supporting the VPM Manager in policy and process development, training of internal stakeholders of the VPM process, executing on yearly VPM plans developed in collaboration with the VPM Manager, and recording direct/indirect savings.

To be successful in this role, you will require the ability to develop collaborative working relationships, to act with diplomacy to resolve conflicts constructively, to facilitate discussions, and to be an effective change agent. Your ability to apply critical thinking skills, causal reasoning/thinking and professional judgment to resolve highly complex and sensitive problems in a practical and timely manner will be essential to this role.

SKILLS & ABILITIES

- A minimum of a University degree in business related discipline from a recognized university or college
- A minimum four years progressively responsible experience in procurement or vendor relationship management
- The following will be considered assets:
 - Experience in project management, change management, business consultancy and process implementation
 - Technical proficiency in the Microsoft Office suite of products, SharePoint, Power BI, JD Edwards or equivalent
 - Professional designation or certification through the Supply Chain Management Institute (SCMA), the International Association for Contract & Commercial Management (IACCM), and/or the National

- Institute of Governmental Purchasing (NIGP)
- ITIL, COBIT, or Six Sigma certification

NOTE:

- To be eligible to work for AGLC, you must be a Canadian citizen, permanent resident or eligible to work in Canada.
- While we appreciate all applications we receive, we advise that only candidates under consideration will be contacted.
- As a condition of employment, you will be required to obtain a satisfactory security clearance and clean drivers abstract (if necessary) prior to employment.
- An equivalent combination of education and experience may be considered. Candidates with lesser qualifications may be considered at a lower classification and salary. This recruitment may be used to fill future vacancies.
- AGLC is committed to creating a diverse environment and is proud to be an equal opportunity employer.