

Senior Buyer - Temporary
Central Services - Financial Services

Elk Island Public Schools is one of Alberta's largest school divisions, serving approximately 17,000 students in 43 schools. As leaders in education, we flourish in a culture of life-long learning and provide excellent development opportunities to our employees.

As an integral team member of Financial Services, the Senior Procurement Specialist plays an important role in helping to achieve both the Division and department goals. This position works directly with the Manager, Purchasing and Contract Services to ensure appropriate level of assistance and coverage is provided for internal and external stakeholders.

The Senior Buyer performs complex contract execution and supply management functions with the responsibility and authority delegated to the position. Key areas of responsibility include:

1. Oversee vendor relationships by creating and maintaining positive, mutually beneficial relationships.
2. Provide recommendations for business process improvements involving construction and goods and service contracts (when to use multiyear, contract negotiations based on past performance for renewals, understands the overall CCDC construction guidelines to make recommendations)
3. Identifying and screening procurement suppliers, negotiating favorable terms and conditions, initiating improved supplier service levels, and providing valuable cost savings while standardizing and automating business and procurement best practice processes.
4. The Senior Buyer supports and provides leadership for the Purchasing and Contracts team by staying current with product information and best practices of the profession.

Commencing: February 16, 2021 to August 31, 2021

28 hours per week (Monday to Thursday- 7 hours per day or Tuesday to Friday-7 hours per day)

Compensation Rate: \$39.37 to \$47.77 per hour

Open to: Internal and External candidates

Responsibilities include:

- Leads the procurement function "end to end process" by gathering information from stakeholders to develop specifications and write procurement documents such as Expression of Interest (EOI), Request for Proposal (RFP), Request for Quote (RFQ), Request for Information (RFI), and Request for Technical Qualification (RFTQ) for commodities such as Construction, Information Technology, etc. throughout their entire lifecycle, monitoring performance and progress to ensure compliance.
- For the management of RFX projects with stakeholders and vendors, this position will take the lead in meetings in internal and external stakeholders by initiating, developing and executing supply and service contracts, with the emphasis on construction contracts.
- Proactively manage existing contracts, including issuing change orders, procurement process documents, facilitating the valuation process, negotiation, and providing advice to internal stakeholders throughout the process.
- Leads and facilitates the evaluation committees; negotiates with successful respondent, follows through with the award, and manages contracts resulting from the award.
- Negotiates and awards contracts within the delegated authority, make award recommendation when decisions are above delegated authority.

- Maintain and create a contract oversight framework and review the schedule that aligns with the section's reporting and analytical tools to ensure that proper attention and oversight is directed where it is most needed. (e.g. develop a list of schedule requirements as per the contract, ensure the terms are being followed, and issues are being addressed)
- Supervises and coordinates surplus, disposal services and driver loads with warehouseman and driver.
- Assigns workload to the Junior Buyer and Purchasing Assistant.
- Assists the Manager, Purchasing and Contracts in providing leadership and direction to the procurement team.
- Assumes management duties in the absence of the Manager, Purchasing and Contracts.
- Monitors vendor performance against contracted agreements and strategic objectives. Develops, implements, and maintains procurement policies and reviews on a regular basis to ensure relevance and conformance with best practices.
- Ensures compliance with internal policy and procedures, Provincial and Federal Legislation and Regulation, trade agreements, laws of competitive bidding, construction association, and all other applicable regulations. Provides technical training and direction to the procurement team.
- Oversee contract, contract renewals, vendor performance, vendor dispute resolution, and the close out of contracts upon completion.
- Ensure the completeness and accuracy of Contract, Agreement and Purchase Order documentation is recorded within the purchasing system.
- Identify trends, risks, and;/or issues related to the contract, evaluate their potential impact on the contract deliverables, and develop an implementation solution strategy to protect EIPS interests.
- Provides service to the end user by turning requisitions into product or service that meets the end users' needs on a timely and cost-effective manner.
- Stays current with trends and products by attending trade shows and product introductions at supplier's place of business.
- Initiates cost reduction opportunities through the identification, development, and execution of strategic sourcing initiatives.
- Provides budget estimates for scale of issue.
- Maintains efficient working relationships with staff in central services, schools, and affiliated agencies.
- Assists team members during peak periods including coverage for staff absences.
- Represents EIPS and participate in Purchasing Co-ops such as The Public Purchasing Group of Calgary and area, as necessary.

Education and Experience: (Equivalencies will be considered)

- Bachelor's Degree in Supply Management or a related field.
- Designation from a Supply Management Certification Association such as a Certified Professional Public Buyer (CPPB) or a Certified Public Purchasing Officer (CPPO) from Universal Public Purchasing Certification Council or Supply Chain Management Professional (SCMP) from Supply Chain Management Association of Canada or Certified Professional in Supply Management (CPSM) from Institute of Supply Management.
- A minimum of five years of progressive purchasing experience, including at least three years' experience in a Public corporate centralized purchasing environment, combined with a good understanding of supply management, construction, inventory control, finance, budgeting, contract law and negotiation skills.
- A minimum of 3 years public corporate centralized purchasing environment experience.
- Experience with construction delivery methods, and related procurement/contracting approaches for planning, design, and construction services would be an asset.
- Expert knowledge of public purchasing policies and processes, tender contract laws, including agreements affecting provincial, national, and international trade.

- Willingness to pursue SCMP or NIGP courses, seminars, conferences; maintain designation and keep current with best practices of the profession.
- Proficient in Microsoft Excel, Word, and web-based applications.

Knowledge, Skills and Attitudes

- Effective communication and interpersonal skills
- Effective organization, prioritization, and time management skills
- Effective project management skills
- Excellent attention to detail and ability to multi-task
- Ability to think critically and deal with changing priorities in a fast-paced environment.
- Ability to work in a team environment and independently with very limited supervision.
- Ability to follow prescribed procedures, policies, and goals of the department and EIPS.
- Work ethic complimenting EIPS commitment to learning.
- Ability to balance competing and conflicting interests of stakeholders related to the execution of EIPS contracts and vendor relations, while at the same time balancing the need to comply with relevant laws and trade agreements, to ensure EIPS is obtaining the best value and providing excellent customer service and experience.

For further information, please contact Sue Skilton, Manager, Purchasing and Contracts, Financial Services at sue.skilton@eips.ca

Only online applications will be accepted at <https://eips.simplification.com/Applicant/AttSearchex.aspx?DirectLink=1>.

Elk Island Public Schools appreciates and considers all applications; however, we only contact candidates who are selected for interviews.

If you require assistance with the application system, please call Apply to Education at [1-877-900-5627](tel:1-877-900-5627) or email info@applytoeducation.com.