

Category Buyer

(Permanent, full-time; 75 hours bi-weekly)

*The City of Lethbridge Purchasing Department (www.lethbridge.ca), has an exciting career-building opportunity for a **Category Buyer** to join our team of professionals in a permanent capacity. This position works closely with all City Departments in procuring and contracting a variety of goods and services; and brings solutions that add value to both the City's inventory management capabilities, as well as for business units.*

The City proudly acknowledges that we are located at the heart of Siksikaitstapi (Blackfoot) Territory, home of Kainai, Piikani, Siksika and Amskapi Piikani (Montana, USA) First Nations. Lethbridge is also located within the Métis Nation of Alberta, Region III. The City of Lethbridge recognizes the diversity of our community and is working to ensure programs, services, facilities, and employment opportunities are inclusive to all people.

The Opportunity:

The Categories Buyer will be responsible for the development, implementation, and execution of a category strategy for the City of Lethbridge. This includes operational categories such as fleet/transit parts, electrical materials, waterworks parts, as well as competitive sourcing of goods and services. As our top candidate, you will possess an extensive knowledge of procurement practices, as well as an in-depth understanding of supply chain operations.

Reporting to the Purchasing Supervisor, you will provide competitive sourcing, procurement support, and oversee supplier performance to ensure effective supply and delivery of inventoried and non-stock parts, goods, and services that support the City's operations, as well as support strategic competitive sourcing initiatives. Your advanced skill and subject matter expertise, will be critical to your success in building trusting business relationships and demonstrating credibility, capability, reliability, and an ethical organizational-wide focus regarding procurement processes.

Specific responsibilities include:

- Establishing Category Management objectives, strategies, KPI targets and supplier management strategies.
- Overseeing planning and execution of all strategic sourcing related to category strategies including RFP support, evaluation criteria development and internal business unit and external supplier communication.
- Researching broader trends, patterns, and recurrences for business partners to understand unique and repetitive procurement needs.
- Delivering sustainable value, mitigating risk, and obtaining cost efficiencies for the City, through a thorough understanding of and early engagement with business area partners, to determine requirements, identify demand opportunities, and develop and execute strategies accordingly.
- Advancing process and technology roadmaps in support of category strategy value delivery
- Identifying and prioritizing inventoried and non-stock goods and supply chain services, and aligning resources required to meet each business unit's unique procurement needs.

- Developing and implementing overall category strategies including strategic sourcing, contract negotiations, demand management, process improvement, and total cost of ownership models, where appropriate.
- Leading the contract scope development, evaluation, negotiation, management, and close-out to monitor performance, compliance, and progress; including all relevant communications and documentation.
- Act as the primary interface with the supplier to plan for successful contract delivery outcomes.
- Ensure compliance with all applicable Trade Agreements in Procurement and Supply Chain activities.

Your professional skillset and experience:

- *Adherence to a high standard of integrity, ethical behaviour, and respect in the workplace towards all stakeholders.*
- *A post-secondary degree in Business Administration, Supply Chain, Economics, Commerce, Finance, or a related discipline, complemented by:*
 - *Supply Chain Management Professional (SCMP) or Certified Public Purchasing Officer (CPPO)*
 - *A minimum of five (5) years diversified procurement or supply chain management experience in a centralized procurement environment, performing competitive procurement*
 - *Three (3)+ years of experience working with suppliers to procure goods/services within the Supply Chain Operations category*
- *Specialized knowledge and experience in procurement, including public sector purchasing trade agreements, partnerships, and regulations, including the use of category strategy tools.*
 - *Hands-on understanding of contract formats and contract law.*
 - *Additional training in financial management; public administration; government relations; project management; and/or change management would be an asset.*
 - *Knowledge in project management tools, operations, facility or fleet maintenance, or financial management will also be an asset.*
- *Successful strategic thinking skills with a results-oriented mindset and agility to successfully navigate change.*
- *Experience working with modern ERP's.*
- *Proven planning and organizational skills to make timely decisions and manage delivery, combined with the ability to prioritize workloads and deadlines in a fast-paced environment.*
- *Strong conflict resolution and negotiation skills for solving complex and sensitive issues.*
- *Advanced verbal communication and relationship skills, to successfully interact with a diverse group of executives, colleagues, staff, and suppliers.*
- *Effective written communication and presentation skills, including report writing.*

WAGE: \$37.10 per hour

HOURS OF WORK: 75 hours bi-weekly; Monday to Friday

The City of Lethbridge also offers an attractive and flexible benefits package and work arrangements.

For further information on this opportunity, please contact:
 Omer Gobeil, Purchasing Supervisor at Omer.Gobeil@lethbridge.ca

Qualified candidates are invited to submit their resume with cover letter, online at: www.lethbridge.ca

CLOSING DATE: Friday, October 13, 2023, at 11:59 PM

All candidates are thanked in advance for their interest. Only individuals selected for interviews will be contacted.

CUPE Local 70