

Catholic School Centre
Supply Management Department
1000 5th Avenue SW, Calgary

Overall Accountability

The Procurement Specialist is responsible for providing strategic and effective procurement services for select commodities and supervises purchasing activities for Calgary Catholic.

Specific Accountabilities

- Supervises the daily operations of purchasing services
- Accountable for assigned purchasing activity via competitive bid processes including supplier solicitation, selection, recommendation and supplier development
- Administers and supports Calgary Catholic's internal and external ordering processes
- Utilizes technical applications, creates analysis and makes strategic recommendations on purchasing activity for Supply Management
- Provides support, including development of procedures and program enhancements for procurement applications, i.e., PeopleSoft Financials, PCard program and other vendor-direct systems
- Assists in testing and development of internal processes for third party software programs related to procurement functions
- Trains users on procurement processes and programs
- Develops system manuals and user guides for procurement applications
- Communicates with suppliers, schools and departments
- Represents Calgary Catholic in public purchasing group initiatives

Qualifications

- Diploma in a relevant area of expertise
- Three (3) to five (5) years' experience in a supply management environment, preferably in the public or educational sector, inclusive of supervisory experience
- Certified Professional Public Buyer (CPPB) or Supply Chain Management Professional (SCMP)
- Solid supervisory and problem-solving skills
- Comprehensive knowledge and understanding of procurement law, purchasing standards, ethics and accountabilities
- Excellent communication, interpersonal and organizational skills
- Proficiency with Microsoft Office and recognized electronic procurement systems and applications
- Proven ability to accomplish responsibilities with a focus on customer service

All Interested applicants please apply through: <https://www.cssd.ab.ca/careers>