



MANAGER, PROCUREMENT

PROCUREMENT & CONTRACT SERVICES, FINANCE

[Manager, Procurement - MacEwan University](#)

**Competition No. 23.01.12**

CATEGORY	SALARY
Full-Time Continuing (35 hours per week)	\$75,135 to \$115,208 per annum

#### About Us

MacEwan University is where caring faculty help people connect their passions to their future paths. Located in the heart of Edmonton's diverse and dynamic downtown community, and on the traditional lands of Treaty 6 First Nations and homelands of the Métis people, MacEwan is known for exceptional undergraduate learning. With its dedication to teaching excellence, informed by scholarly research, innovation, and creative activity, MacEwan provides an exceptional collaborative and supportive learning environment with a commitment to human rights, environmental sustainability, and opportunities for community engagement. We are committed to creating an equitable, diverse, inclusive, and welcoming community for all peoples, cultures, and identities.

Our comprehensive undergraduate university offers 59 programs to more than 18,000 full- and part-time students in business, communications, community and human services, design, fine and performing arts, health, humanities, natural science, nursing, public safety, and social science. Through a wide array of experiential learning opportunities, and strategic relationships in the community, we partner with others to produce graduates of stature. Along with a robust grounding in their chosen disciplines, MacEwan students are given durable life skills that prepare them to take on the world.

#### Opportunity

MacEwan University seeks a full-time continuing Manager, Procurement for our Procurement & Contract Services team. You will provide leadership and play an advisory role in the functions of procurement and contract services. In addition to management, you are a supply chain professional specialized in implementing cost-effective purchases of all goods and services within an assigned area of responsibility. Quality control assurance and compliance with Trade Agreements and MacEwan's policies and procedures regarding supply chain management are top priorities when carrying out this role.

Duties include, but are not limited to:

- Assist Director, Procure to Pay with preparing, implementing, and enforcing university procurement policies, procedures, and guidelines with a continuous service level excellence

mindset, performing risk assessments on contracts and agreements, escalating risk and compliance issues, and service quality assessment.

- Lead, mentor, and manage the Procurement and Contracts Services team, providing support and direction to deliver day-to-day operational services and related special projects as required.
- Perform effective hiring, employee development, and performance management to ensure operational effectiveness and work performance objectives are aligned.
- Collaborate with diverse stakeholder groups at all institution levels to define, refine, and deliver effective program and service delivery requirements.
- Accountable for the human resource functions of the Procurement area, including providing positive and constructive coaching, leadership, and training as required.
- Provide recommendations to senior management to assist in decision-making and problem-solving.
- Analyze data and develop reports for cost and service effectiveness evaluation.
- Plan and oversee the delivery of end-user and stakeholder communications, training, and documentation related to policy, procedure, and system-related activities that impact users.
- Act as point of contact for internal and external audit reviews related to the procurement policy, procedures, and controls.
- Execute, lead, and manage complex, high-value contracts, including managing any changes to the contracted agreement or statement of work.
- Execute, lead, and manage complex RFXs, analyzing the submissions and presenting overall results and recommendations to executive-level management.
- Build and maintain long-term relationships with internal stakeholders and suppliers.

## SKILLS

The successful incumbent will possess the following skills and abilities:

- Firmly adheres to the values and ethics of MacEwan University. Exhibits honesty, discretion, confidentiality, and sound judgment.
- Strong knowledge of purchasing and procurement processes.
- Analytical capabilities for procurement needs assessments and solutions identification for savings that positively impact operations.
- Strong organizational skills with demonstrated ability to prioritize, solve problems, and consistently meet deadlines.
- Proven management and leadership skills with the demonstrated ability to lead team members in a service-oriented, client-centered environment, and to influence others at all levels of the organization.

- Highly organized and detailed-oriented.
- Must be able to perform in a fast-paced environment with ability to manage competing priorities, multi-task and change priorities to meet deadlines.
- A positive attitude and self-motivation.
- Strong verbal and written communication skills matched with the ability to negotiate and build relationships with key stakeholders.
- Ability to manage large and complex projects.
- Standard proficiency in Microsoft Suite applications (Outlook, Word, Excel, etc.).

#### EDUCATION AND WORK EXPERIENCE

- Bachelor's degree in supply chain management or business administration.
- Supply Chain Management Professional certification or equivalent.
- Minimum of ten years' hands-on Procurement & Purchasing experience (preparing and reviewing contracts, negotiation terms, and leading RFXs) is required.
- Minimum of five years' experience leading teams and managing procurement operations, preferably within a public sector institution.
- Experience in developing and delivering procurement training programs to a diverse constituent group.
- Experience in working closely with Internal Auditors to assess and identify policy compliance/non-compliance and recommend mitigation if required.
- Experience in providing support to internal departments regarding vendor negotiations is required.
- Experience in providing support to internal departments and legal counsel regarding vendor contract review is required.
- Project Management knowledge: the ability to apply industry-standard project management methodology and approach to the delivery of services is deemed an asset.
- Equivalent industry experience combined with other formal training and accreditations may be considered.

#### BENEFITS

When you become part of the MacEwan team, you will enjoy a competitive salary. Our total compensation package includes:

- Competitive base pay
- Generous vacation time
- Secure pension plan

- Flexible benefits package
- Continuous learning culture
- Opportunities for career growth