



SUPPLY CHAIN SPECIALIST- PURCHASER

TO APPLY: Please apply on the Bow Valley College website directly at:

<https://bowvalleycollege.bamboohr.com/careers/627>

About Bow Valley College

Bow Valley College is the largest college in the Calgary area, with over 15,000 students. We open doors to in-demand jobs across Canada. Our graduates contribute to the economy and community through careers in business, entertainment arts, technology, health care, social services, and more. We are proud to be named one of Alberta's Top 80 employers and one of Canada's Top 50 research colleges. Our innovative applied research, focused on health and health technology, educational technology, and social innovation, is helping shape the future of college education. Learn more about the opportunities we create for students, employees, and our province at bowvalleycollege.ca.

Position Summary

The **Supply Chain Specialist - Purchaser** is responsible for day-to-day operational functions of the Purchasing area. The incumbent will have thorough knowledge of public sector purchasing practices, methods, and procedures in a computerized environment. This position will provide procurement expertise to the College, ensuring the College community is aware of and will adhere to all purchasing policies and procedures. This position is responsible for the process of creating competitive bids, including using the bid, evaluation and award processes when applicable.

This position will work with Campus Services and Finance to ensure systems are in place that allow for efficient purchasing, receiving and payment. This position, using product service requests, will source and create purchase orders in the Logistics module of the College's ERP system. They will also, when appropriate, purchase with a college credit card.

As an expert in purchasing, competitive bidding, and cultivating strong relationships with vendors, the Supply Chain Specialist - Purchaser will oversee the day-to-day operations of the Purchasing area, with specific accountabilities including:

- Providing guidance and expertise to user departments on procurement or other supply matters including the development of specifications, terms and conditions for incorporation into bid documents; determining appropriate methods of procurement.
- Preparing competitive bid documents such as tenders, RFP's, EOI's and RFI's, and proposals for major items and services, and assists in coordinating capital purchasing procedures.
- Works with requestors to determine appropriate evaluation criteria and evaluation methodology, chairs evaluation committees, analyze bids for mandatory information and recommend pre-award strategies and assists requestors and evaluation panels in regards to recommending and or choosing successful vendors.
- Interviewing suppliers, developing and maintaining strong partnerships with clients and suppliers, including negotiating terms and pricing, managing quality and performance and implement purchasing plans and processes, and researching vendors and products.
- Creating a preferred vendor process, including qualifying and evaluating vendors/suppliers and set up of a supplier management program and vendor performance.
- Acting as a liaison and act point of contact between BVC and contract vendors.
- Coordinating and reviewing the requisitioning of a variety of goods, materials, services and equipment and locates and purchases same.
- Collaborating with Finance to correct immediate problems as well as design long term solutions.

In addition, the Supply Chain Specialist-Purchaser will fulfil key deliverables in Contract Management as well as partnering with Information Technology Services (ITS) to find and implement efficiencies within the ERP, create and implement upgrades and changes to the Logistics module, and contribute to the training of college wide and purchasing staff.

Qualifications

- 5 years of related experience
- Bachelor's Degree (Business Administration, Commerce or similar) Supply Chain Management Professional (SCMP), or Certified Professional in Supply Management (CPSM) or Certified Professional Buyer (C.P.P.)
- Purchasing experience (in the Public Sector) is a must

- Experience from beginning to end of the competitive bid process including contract creation and management.
- Experience with ERP systems (Unit4 would be a bonus) and with supply chain management.
- Thorough knowledge of contracting/procurement – knowledge of various types of contracts, techniques for contracting or procurement and contract negotiation and administration, and the competitive bid process.
- Excellent written and verbal English communication skills are essential
- Member of the Purchasing Management Association of Canada (PMAC) or Certified Professional Public Buyer (CPPB) is preferred
- An equivalent combination of directly related education and experience may be considered.

If your education was received internationally we will require you provide an international education assessment through [IQAS](#), [WES](#), or one of the other nationally designated organizations upon hire.

Closing Date: November 8th, 2024

This opening is a continuous AUPE position. Please note all successful candidates will be required to provide copies of government issued identification and proof of educational qualifications upon hire and may be required to provide an enhanced police information check.

Diversity and Inclusion Commitment

Bow Valley College is strongly committed to fostering diversity and inclusion within our community. We welcome applications from qualified candidates who would contribute to the further diversification of our employees including, but not limited to, visible minorities, Indigenous peoples, persons with disabilities and persons of any sexual orientation or gender identity.

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