



EXTERNAL

November 23, 2021

STORES OPERATIONS SUPERVISOR

Procurement Division, Treasury & Financial Services Department

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

The City of Lethbridge (www.lethbridge.ca) 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.

Lethbridge is southwestern Alberta's largest community, close to the Rocky Mountains and strategically located two hours south of Calgary. We are home to just over 101,000 residents and two major post-secondary institutions -- the University of Lethbridge and Lethbridge College. Thanks to its location under the big skies of the prairies, Lethbridge enjoys a climate of mild winters and warm, sun-soaked summers. It is one of the sunniest cities in Canada, with more than 320 days of sunshine every year. If you are driven to achieve results that promote growth and innovation, and are dedicated to consistently delivering a high level of public service, then the City of Lethbridge is your next career path destination.

The Opportunity:

The Procurement Division of the Treasury & Financial Services Department works and partners with all City divisions, special purpose bodies and other designated parties to procure goods and services at best value. We are committed to ensuring the City of Lethbridge applies open, fair, equitable and accessible business processes. Our Central Stores is the City's warehousing facility. We manage and handle a large inventory of janitorial, safety, utility and maintenance items to support the City and its residents. This includes centralized procurement and warehousing; mail and courier services; hot shot services and; disposition of goods. We are looking for a seasoned Supervisor with an innovative and continuous improvement mindset, to manage these operations and ensure best practices guide the procurement, inventory control, and distribution services of the warehouse.

The Role:

Reporting directly to the Purchasing Manager, you will work with a team of professionals as they conduct business in this fast-paced and constantly changing environment. More specifically, you will be directly involved in developing and supporting inventory management processes including vendor management aspects, people management, bid document preparation and management, procurement approvals, policy adherence and coordination of contracts with the Solicitor's Office. You will promote open, fair and transparent procurement processes ensuring equal opportunity for bidders on all City business opportunities, and must work closely with all City Business Units to ensure their requirements are met in an effective and efficient manner.

Your Professional skillset & experience:

Your professional background will include post-secondary education in a business related discipline and should have a minimum of five (5) years of procurement and supply chain experience. Related experience should include three (3) years of previous supervisory experience, complemented by a working knowledge of Canadian Tendering Law, applicable trade agreements, and the principles of competitive bidding in the public sector. You will hold or be working towards professional certification from Supply Chain Canada.

This will be complemented by:

- *Advanced relationship building skills that are collaborative, responsive and supportive*
- *Proficient verbal and written communication skills to successfully engage stakeholders at all levels*
- *Keen attention to detail, and the ability to work independently in a team setting with minimal supervision*

- *Proficiency using various software programs, including E-bidding software, and the Microsoft Office suite of applications*
- *Political acumen and diplomacy*

The City offers an attractive salary and flexible benefits package, as well as flexible work arrangements.

For further information on this opportunity, please contact:

Tyler Kacsor, Purchasing Manager, at 403-320-3961, or by email at tyler.kacsor@lethbridge.ca

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

Closing Date: December 14, 2021, at 11:59 p.m.

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

Civic Admin Association