

Purchasing Agent - Full-time (Continuing)

Posting Details

Position Information

Job Title Purchasing Agent - Full-time (Continuing)

About the University

It's your time to shine!

Work where the world comes to create, discover and learn.

We are one of Canada's top universities and leading research institutions. With more than 8,000 undergraduate and graduate students, two campuses (Lethbridge and Calgary), seven faculties and schools, and more than 2,500 employees, ULethbridge is Lethbridge's second largest employer. Faculty and staff come together to contribute, each in their own way, to establishing ULethbridge as Canada's destination university. In 2022, Lethbridge was recognized as one of Canada's top small cities.

Position Details

The Financial Services team invites qualified applicants to apply for the full-time continuing position of Purchasing Agent, to start as soon as possible.

Reporting to the Manager, Supply Chain and Payments, this position is responsible for assisting faculty and staff with procuring goods and services on behalf of the University.

Responsibilities: As one of two purchasing agents, this person will:

- Implement the procurement policy, including advising the University community on procurement methods, public tendering requirements, thresholds, preferred vendors and quotes
- Review and process requisitions to create purchase orders, including verifying required documents and adopting effective methods of sourcing goods and services
- Liaise with vendors to source purchases, make inquiries and resolve issues
- Understand the regulatory and internal control environments for procuring goods and services and actively monitor compliance
- Ensure cost control and efficiencies on all purchases
- Operate within ethical procurement standards, concerned with unbiased, fair, non-discriminatory, and transparent vendor selection practices

The University offers a competitive compensation package and a full range of benefits including:

- Defined Benefit Pension plan
- Paid time off between Christmas and New Year's Day
- Tuition benefits – for employees, spouses and dependents
- Paid sick time
- Health and Wellness Spending Account
- Extended health coverage
- Dental coverage
- Life and disability insurance

As well, this position works a 7-hour workday with minimal overtime requirements. This position is classified under the Alberta Union of Provincial Employees (AUPE).

Position Qualifications

The ideal candidate will possess or be working towards a procurement related professional certification/training such as Supply Chain Management Professional (SCMP) and be a member in good standing.

- Post secondary education in a related discipline (i.e. Supply Chain Management, Commerce, Business Administration) is an asset
- Minimum 3 – 5 years of procurement experience
- An acceptable equivalent combination of education and experience may be considered.
- Experience in public procurement will be considered an asset
- Prior experience with ERP Ellucian Banner and Euna Solutions (Bonfire) will be considered an asset
- Knowledge of and understanding of procurement policy and processes
- Demonstrated direct experience in RFX development and process (from development of scope/requirements/scoring matrix to leadership of proposal evaluation and supplier selection)
- Must possess a comprehensive understanding of competitive bidding law, contract law and trade agreements.
- Successful strategic thinking skills with a results-oriented mindset and ability to successfully navigate change
- Knowledge of Canada Customs Importing and Exporting
- Ability to adapt rapidly to changing circumstances and environments
- High degree of diplomacy in providing advice and guidance to departmental units
- Strong working knowledge of Microsoft Office especially Word, Excel and Outlook as well as Adode

- Must have strong time management and organizational skills with the ability to prioritize and manage competing tasks independently with a high level of initiative.
- Excellent attention to detail
- Excellent written and oral communication skills, analytical and interpersonal skills
- Ethical conduct is required

Starting Salary Range (at 1.0 FTE) \$5,213.00 - \$5,900.50 monthly

Full Salary Range (at 1.0 FTE) \$5,213.00 - \$6,588.00 monthly (AUPE - Grade 12)

Campus Lethbridge

Employment Group AUPE

Position Category

Posting Detail Information

Open Date 09/15/2023

Close Date 09/25/2023

Open Until Filled

Desired Start Date 10/02/2023

Position End Date (if temporary)

Special Instructions to Applicants

Employment Equity The University of Lethbridge invites applications from all qualified candidates; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents will be given preference.

The University of Lethbridge is committed to providing an inclusive and barrier-free work environment, including through all aspects of the hiring process. If you require support during the hiring process, please contact Human Resources at human.resources@uleth.ca so that accommodations can be put in place to support you. All private information received in relation to your request for support will be kept confidential, only information required to facilitate the accommodation will be shared with the selection committee.

Supplemental Questions

Required fields are indicated with an asterisk (*).

Documents Needed To Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

1. References
2. Additional Documents

Applications will only accepted through the University of Lethbridge website: <https://uleth.peopleadmin.ca/>