



Manager of Procurement

Competition #22-179
Status: Regular Full Time - Exempt
Department: Finance
Closing: October 2, 2022

Come grow with The City of Maple Ridge! Are you a team player with a "can do attitude", excellent communication and customer service skills? We have the perfect opportunity for you!

The City of Maple Ridge is seeking a collaborative, customer-focused, and solutions-oriented senior procurement professional to lead the procurement team responsible for the City of Maple Ridge's procurement of goods, services, and construction. The Manager of Procurement ensures departments are supported with procurement planning, procurement methods, RFX evaluation, contract award, contract management, risk assessment and mitigation, and supplier relationship management. The successful incumbent plays a key role ensuring procurement policies, processes, and procedures are effectively implemented across the organization in pursuit of maximizing the best value. Working closely with leaders across the organization, the Manager of Procurement provides strategic advice, guidance, and recommendations for complex procurement processes.

The successful candidate will have:

- A Supply Chain Management Professional (SCMP) designation and a certificate in risk management or equivalent, or a Bachelor's degree in business administration, commerce, economics or other related discipline.
- 10 years of progressively responsible public sector procurement experience with a minimum of 5 years of leadership experience.
- Expert knowledge in all aspects of full-cycle procurement, including procurement methods, sourcing, category management, evaluation, contract negotiations, risk management, and supplier relationship management.
- Expert public procurement knowledge of relevant trade agreements, Canadian Procurement Law, Contract Law, Community Charter, and Local Government Act.
- Expert facilitation, negotiation and resolution skills to solve complex and sensitive issues; expert interpersonal and relationship building skills with a demonstrated track record of the ability to create, nurture, and sustain positive internal and external relationships.
- Advanced people management skills, capable of creating and sustaining a respectful and productive work environment that inspires teamwork, creativity, enthusiasm and positive results. Ability to lead, motivate, coach and develop staff in a unionized environment.
- Strong written and verbal communication skills with ability to prepare and deliver reports and presentations.
- Strong organizational and project management skills supported by the ability to problem-solve and manage projects; strong research and analytical skills to support effective recommendations on procurement strategies and practices.

ADDITIONAL INFORMATION

At the City of Maple Ridge, we are dedicated to cultivating an inclusive culture that actively values and embraces diversity. We strive to attract and retain a talented, diverse workforce that is broadly reflective of the community we proudly serve. Accommodations are available on request for candidates taking part in all aspects of the selection process by contacting hrenquires@mapleridge.ca.

The successful candidate will be required to complete a Police Information Check as a condition of employment. (Note – not required a part of the application process; however, will be required upon consideration for employment)

WHAT WE OFFER YOU

The City of Maple Ridge is a great place to work with competitive compensation packages that include the Municipal Pension Plan, a strong employee wellness program and the opportunity for professional career growth and professional development. If you want to help shape a growing community in a municipality that strives for service excellence, then this is the position for you.

We thank all applicants for their interest, however, only those under consideration will be contacted.